

BOARD MEETING MINUTES

1989

JANUARY -- 1989

AGENDA.....JANUARY 9, 1989

1. BOARD OF FINANCE

2. MINUTES

3. BILLS/FINANCIAL STATEMENTS

3.1 Operating Fund

3.2 Bills/Payroll

3.3 Salary Schedule

4. CIRCULATION/ANNUAL REPORT

5. Job Search

Dec. Board met.

transferred \$68.48
to Equipment

Rental from
"Repairs-Building" and
"Postage"

MINUTES.....December 12, 1988

The regular monthly meeting of the Jasper County Public Library board was held at 7:00 pm in the meeting room of the Rensselaer Public Library. Those present were Miriam Lawyer, president, Wil Doty, vice-president, Mary Linda Casey, secretary, Barbara Leestma, treasurer, Marge Hohner, Bob Souza, Frank Wright, trustees.

COMPUTER DEMONSTRATION: Brent Enderlee from AVC corporation presented an accounting package designed for library fund accounting.

On a motion by Wil Doty, seconded by Mary Linda Casey, the board voted unanimously to purchase the software and hardware from AVC corporation including modems and not to exceed a total price of \$6500.

MINUTES: On a motion by Bob Souza, seconded by Mary Linda Casey, the board voted to approve the minutes of the previous meeting as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Wil Doty, seconded by Bob Souza, the bills and payroll were approved as presented.

On a motion by Bob Souza, seconded by Barbara Leestma, the board voted unanimously to encumber funds from Purchase Orders 1925,1945,1927,1922,1933,1929,1932,1943,1941,1938, 1884,1908,1937,1944,1860,1939,1947,1926,1946,1871,1948,1917, 1949,1914,1950,1918,1898,1951-1953.

On a motion by Wil Doty, seconded by Frank Wright, the following appropriation transfers were approved unanimously: \$2269.98 was moved from Cleaning supplies to Library Supplies; \$2600 from Repairs-Buildings and 594.51 from postage were moved to the following categories \$611.55-Other Professional Services, \$409.90-Advertising, \$1,058.71-Repairs, Equipment, \$68.48-Equipment rental, \$93.91-Dues, and \$951.99-Lawn care & maintenance.

On a motion by Barbara Leestma, seconded by Marge Hohner, the financial statement was approved as presented.

WHEATFIELD BUSINESS: Mrs. Salyers noted she has had several applicants for the Wheatfield Branch Librarian position. She will be interviewing several of them.

MOTION PICTURE LICENSING CORPORATION: After a brief discussion, it was decided by consensus that the library would not renew its contract with the Motion Picture Licensing Corporation.

ELECTION OF OFFICERS: Marge Hohner moved to accept the slate of officers as presented at the November meeting including Wil Doty, President, Bob Souza, Vice-President, Miriam Lawyer, Treasurer, and Mary Linda Casey, Secretary. Barbara Leestma seconded, and the motion carried unanimously.

ADJOURNMENT: The meeting adjourned by consensus at 8:32 pm.

OPERATING FUND

BILLS TO BE ALLOWED.....JANUARY 9, 1989

Utilities:

City of Rensselaer	3.51	Rensselaer-\$361.59	
	3.95	Burglar Alarm-R-\$120.00	481.59
NIPSCO	3.51	DeMotte	455.20
NIPSCO	3.51	Wheatfield	704.27
Northwestern Ind. Tele. Co.	3.21	DeMotte	118.44
United Telephone Co.	3.21	Rensselaer	198.83
United Telephone Co.	3.21	Wheatfield	75.58
		TOTAL [A]	2,033.91

Other Claims:

A. E. Boyce Co., Inc.	2.11	Purchase Orders	95.51
American Library Association	2.41	Posters&Bkms-D-\$56.15	
	2.41	Bookmarks-R-\$6.48	62.63
AT&T	3.72	Telephone Lease-D	18.85
Austin Book Sales	4.51	Books-\$90.62	
		GIFT FUND-DeM-Books-\$208.72	299.34
Baker & Taylor	4.51	Books	258.09
Baker & Taylor	4.51	Books-\$3,356.66	
	4.53	Videocassettes-\$45.01	
		GIFT FUND-DeMotte-\$64.40-Books	3,466.07
Brodart Co.	2.41	Sysdac Supplies	157.28
Coast to Coast	2.31	Caulking-R	6.58
Congressional Quarterly Inc.	4.52	Subscription-R	435.00
Consolidated Ins. Agency	3.41	Bonds-Lawyer, Daugherty Martin, Witty	350.00
DEMCO	4.40	Static Mat-D-\$28.59	
	4.40	Cabinet&Mat-R-\$504.26	
		GIFT FUND-Rensselaer-\$40.93	573.78
Gaylord Bros.	4.40	Record Carrousel-R	976.31
Gumdrop Books	4.51	Books	27.20
Hamstra Builders, Inc.	3.61	Rain Diverters-W	103.75
Heritage Office Prod., Inc.	2.13	Office Sup.-\$21.81	
	4.40	Folding Tables-W-\$199.80	221.61
The Highsmith Co., Inc.	4.40	Newspaper Display-R	717.00
Indiana University Press	4.51	Books	94.80
Information Access Company	4.52	Magazine Index-R	1,582.00
Ingram	4.53	Videocassettes	46.95
Jacobsens Inc.	4.40	Printwheels-D	36.00
K.V. Electric	3.61	Repairs-D	41.00
National Geographic Soc.	4.51	Books	10.35
National Geographic Soc.	4.51	Books	38.25
National Wildlife Federation	4.52	Magazine-W	10.00
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	80.00
Quality Books Inc.	4.51	Books	68.90
Salyers, Catherine	3.23	Mileage	23.60
Security Couriers	3.13	Transport	357.50
Service Merchandise	4.40	Telephone-D	59.91
Simon & Schuster School Grp.	4.51	Books	18.43
Smith's True Value	2.31	Caulking-R	20.76
Stricklin, Van	3.62	Video Repairs	27.00
Teeters Culligan	3.72	Dispenser Rental	14.95

The Wall Street Journal	4.52	Newspaper-D	119.00
Wallmann's	2.21	Janitorial Sup.-W	25.71
Witty, Cheryl	3.96	Petty Cash	120.00
Witty, Cheryl		CASH CHANGE FUND	60.00

TOTAL [B]	10,635.61
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TOTAL [A] + [B]	12,669.52
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Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8	27,000.00	100	.00
1.12	Salary of Assistants	197,275.00	14,614.41	7	185,451.52	94	11,823.48
1.13	Wages of Janitors	9,990.00	694.28	7	8,283.37	83	1,706.63
3.23	Traveling Expenses	3,500.00	94.00	3	3,066.22	88	433.78
3.24	Professional Meetings	6,000.00			1,538.03	26	4,461.97
3.31	Advertising & Publications	709.90	76.40	2	709.90	237	.00
3.91	Dues	843.91	423.91	57	843.91	113	.00
1.23	Wap. Cont. Group Insurance	2,500.00			709.72	28	1,790.28
3.41	Official Bonds	500.00			430.00	86	70.00
3.42	Other Insurance	7,000.00			9,375.00	134	-2,375.00
3.21	Telephone & Telegraph	5,550.00	391.99	7	4,814.83	87	735.17
3.51	Gas, Electric & Water	18,400.00	1,217.08	7	15,136.90	82	3,263.10
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,611.55	357.50	12	3,611.55	120	.00
2.11	Official Records	750.00	58.14	8	445.48	59	304.52
2.12	Stationery & Printing	600.00			613.83	102	-13.83
2.13	Other Office Supplies	3,300.00	146.06	1	1,813.30	55	1,486.70
2.21	Clean & Sanitation Supplies	1,480.02	116.95	3	1,379.30	37	100.72
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00			25.00	25	75.00
2.41	Library Supplies	5,769.98	391.04	11	5,769.88	165	.00
2.42	Other Supplies	3,500.00			2,064.23	59	1,435.77
3.22	Postage	1,905.49	125.80	5	1,595.48	64	310.01
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.21	Real Estate Rental	1.00					1.00
3.22	Equipment Rental	467.45	52.95	13	467.45	117	.00
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00			33.59	13	216.41
2.33	Repair Parts	300.00			54.82	18	245.18
3.61	Building Repairs	4,900.00	285.00	4	3,284.87	44	1,615.13
3.62	Equipment Repairs	2,058.71	612.39	61	2,058.71	206	.00
1.21	Employer Share FICA	17,700.00	1,317.04	7	16,886.23	95	813.77
1.22	Unemployment Comp.	4,600.00			712.34	15	3,887.66
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00			50,000.00	100	.00
3.95	Lawn & Maint. Care	5,451.99	565.33	13	5,376.99	119	75.00
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
1.1	Land	1.00					1.00
1.2	Buildings	1.00					1.00
1.4	Furniture & Equipment	40,000.00	1,464.08	4	17,890.28	45	22,109.72
1.51	Books	80,000.00	17,287.01	22	65,194.08	81	14,805.92
1.52	Periodicals & Newspapers	10,000.00	77.95	1	9,996.19	100	3.81
1.53	Nonprint Materials	10,000.00	2,967.71	10	8,334.12	83	1,665.88
		529,890.00	45,607.02	9	456,062.85	86	73,827.15
	Encumbered Funds	15,823.54			13,726.85	52	2,096.69

JASPER COUNTY PUBLIC LIBRARY
ANGELICA AND VAN RENSSELAER STREETS
Rensselaer, Indiana 47978

December 1988

BALANCE OF ALL FUNDS

Operating Fund	91,715.12	
Wheatfield Gift Fund	921.82	
Reserve for Insurance	80.49	
Lib. Bonds # 1 DeMotte	3,425.14	
Renss. Gift Fund	1,000.48	
DeMotte Gift Fund	2,303.77	
Milroy Grant Fund	.00	
Bond # 2 Wheatfield	53,785.37	
LIRF Ck. Balance	74,500.00	
Total money in Checking Account (Bank One)		227,732.19
Investments		
Certificate of Deposit		100,000.00
Certificate of Deposit		<u>30,000.00</u>
Total of all Funds		357,732.19

JANUARY 9, 1989

Amendment to appropriation transfers:

AMOUNT
APPROPRIATED

AMOUNT
REDUCED

LIBRARY OPERATING FUND

2. SUPPLIES

Stationery &
printing

\$13.83

Other office
supplies

\$13.83

3. OTHER SERVICES & CHARGES

Other insurance \$2,375.00

Gas, electric \$2,375.00
& water

Robert Souza
Wilbur D. Doty
Marge Hohner
Miriam Lawry
Theresa Linda Casey
Barbara Rostler
Frank Dwight

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
DECEMBER 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	57	57	185	185	952	59	59	5	5	773	30	30	13	13	527
Non-Fiction	78	52	2	2	983	116	113	14	14	917	84	39	25	25	482
Paperbacks	2	2			371	7	7			593	5	5			230
CHILDREN'S BK															
Fiction	115	115			1323	44	44	10	10	1061	39	39	18	18	595
Non-fiction	104	94			704	47	47	1	1	335	24	24	2	2	138
FILMSTRIPS					2										
MAGAZINES															
Adult										583					312
Children					19										
					376										
MAPS, PRINTS, PROJECTORS...					4					13					8
SOUND RECORDINGS			204	204	226			4	4	94			3	3	101
PAMPHLETS	48	48	2	2	159					85	3	3			38
VHS's	11	11	1	1	414	7	7	2	2	366	5	5			391
SOFTWARE															73
XX															
TOTAL	415	379	394	394	5533	280	277	36	36	4820	190	145	61	61	2895
PERCENT															
Increase					4%					19%					
Decrease															-2%
TOTAL VOLUMES OWNED															
TOTAL TITLES OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					12312					13248	8%				
Monthly Average															
January to date															
Total Circulation					187732					186064	- .89%				
Rensselaer day										213					
DeMotte day										185					
Wheatfield day										111					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	51	90	23
Received	40	58	20
Outstanding	11	32	3
INTRALIBRARY LOANS			
Filled	60	18	44
REGISTRATION			
Borrowers added			
Resident	86	44	56
Non-resident			
fee	11		
Expired cards	81		
Total Registered	11538		
REFERENCE QUESTIONS			
Telephone			
Directional	24	34	18
Reference	108	73	56
In-person			
Directional	16	10	40
Reference	146	246	76
Total	294	363	190
LOCAL HISTORY			
In person	2		
	1		
Microfilms used	8		
Letters			

FEBRUARY

AGENDA.....February 13, 1989

1. Board of Finance
 - 1.1 Designation of Depositories
2. Minutes
3. Bills/Financial Statement
 - 3.1 Bills/Payroll
 - 3.2 Financial Statement
4. Annual Report (I'll bring to meeting)
5. Bookkeeping Program
6. Job Search
 - 6.1 Branch Librarian
 - 6.2 Director

MINUTES.....January 9, 1989

At 7:00 pm the Board of Finance of the Jasper County Public Library met. All Library Board Members were present. On a motion by Bob Souza, seconded by Miriam Lawyer, the board voted unanimously to elect the Library Board officers as the officers of the Board of Finance. Next Board of Finance meeting will be held on February 13 at 7:00 pm. By consensus, this meeting adjourned at 7:15 pm.

The regular monthly meeting of the Jasper County Public Library board was held at 7:15 pm in the meeting room of the Rensselaer Public Library. Those present were Wil Doty, president, Bob Souza, vice-president, Mary Linda Casey, secretary, Barbara Leestma, ~~treasurer~~, Marge Hohner, Frank Wright, Miriam Lawyer, ~~trustees~~.

MINUTES: On a motion by Frank Wright, seconded by Barbara Leestma, the board voted to approve the minutes of the previous meeting as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Marge Hohner, seconded by Mary Linda Casey, the board voted unanimously to approve the following amended transfers of 1988 appropriations: \$13.83 was moved from Other office supplies to Stationery and Printing; \$2375 was moved from Gas, Electricity and Water to Other insurance.

On a motion by Barbara Leestma, seconded by Frank Wright, the financial statement was approved as presented.

On a motion by Frank Wright, seconded by Bob Souza, the board unanimously approved the bills and payroll.

On a motion by Bob Souza, seconded by Frank Wright, the board voted unanimously to approve the 1989 Salary Schedule as presented.

On a motion by Bob Souza, seconded by Barbara Leestma, the board voted unanimously to amend the encumbered 1988 funds to include the following purchase order numbers to Baker & Taylor: 1916, 1901, 1919, 1882, 1902, 1850, 1863, 1881, 1856, 1942.

JOB SEARCH COMMITTEE: President Doty appointed Miriam Lawyer, Barbara Leestma, and Bob Souza to a search committee for the position of Library Director. There was a discussion of hiring procedures. The committee is to peruse all applications and make recommendations as to those who will be interviewed. The full board then will interview the recommended applicants.

By consensus the board appointed Lynn Daugherty to be Acting Director effective March 1. Mrs. Daugherty will continue in

this capacity with an appropriate salary adjustment until a new director is hired. Mrs. Salyers was directed to have Mrs. Daugherty attend the February board meeting. It was noted that Mrs. Salyers would continue as Director on a parttime basis until March 1.

FURNITURE: President Doty noted that Mrs. Salyers has two pieces of library furniture stored in her basement including an old card catalog and a wood two drawer cabinet. The board directed Mrs. Salyers to keep these items.

ADJOURNMENT: By consensus the board meeting adjourned at 8:25 pm.

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ADJOURNMENT: By consensus the board meeting adjourned at 8:25 pm.

REGISTER CLAIMS

Jasper County Public Library
Governmental Unit

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the back page of each meeting in which claims are allowed.
(2) The Memorandum column is for entering action or claims if disallowed in whole or in part, if continued to a later meeting of governing board, or for other pertinent information.

For Period January 10, 1989 to February 13, 1989

Page 1 of 1 Pages

Prescribed by State Board of Accounts

Agency
J.A. RICE CO. - RENSSELAER, IND. 21422

Central Form No. 354 (1979)

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	OFFICE DEPARTMENT OR FUND	AMOUNT OF CLAIM	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
02/13/89		Indiana Dept of Employment	1.22	160 75	160 75	7796	Unemployment Comp. 1988
		\$204.31 - 3.51					Rensselaer-Gas
		\$205.47 - 3.52					Rensselaer-Electricity
		\$10.34 - 3.53					Rensselaer-Water
02/13/89		City of Rensselaer	13.56 - 3.54	433 68	433 68	7801	Rensselaer-Waste Disp.
		\$274.12 - 3.51					DeMotte-Gas
02/13/89		NIPSCO	\$182.26 - 3.52	456 38	456 38	7802	DeMotte-Electricity
		\$380.02 - 3.51					Wheatfield-Gas
02/13/89		NIPSCO	\$390.27 - 3.52	770 29	770 29	7803	Wheatfield-Electricity
02/13/89		Northwestern Ind. Tele. Co.	3.21	120 33	120 33	7804	DeMotte telephone
		\$257.77 - 3.21					Rensselaer telephone
02/13/89		United Telephone Co.	\$91.69 - 4.40	349 46	349 46	7805	Install Phone Line-R
02/13/89		United Telephone Co.	3.21	75 76	75 76	7797	Wheatfield Telephone
02/13/89		4-County Supply	2.21	11 88	11 88	7798	Light Bulbs-Whe
		\$12.00 - 2.21					Janitorial Sup.-Whe
		\$25.57 - 2.21					Janitorial Sup.-DeM
02/13/89		Ace Hardware	\$25.81 - 4.40	63 38	63 38	7799	Equipment-DeM
02/13/89		Allen D. Bragdon Pubs., Inc.	4.51	2 00	2 00	7800	Vertical File Materials
02/13/89		American Heritage	4.51	52 00	52 00	7806	Books 50.00
		\$45.00 - 3.31					Ad for Branch Librarian
02/13/89		American Library Asso.	\$134.00 - 4.53	179 00	179 00	7807	Video 134.00
02/13/89		AT&T	3.72	34 64	34 64	7808	Telephone Lease-DeM
02/13/89		Austin Book Sales	4.51	82 17	82 17	7809	Books 82.17
02/13/89		AVC Corporation	4.40	6,100 00	6,100 00	7810	Acct./Payroll System 6,100.00
02/13/89		Baker & Taylor	4.51	183 91	183 91	7811	Books
		\$1,093.16 - 4.51					Books - 810.83
02/13/89		Baker & Taylor	\$26.49 - 4.53	1,119 65	1,119 65	7812	Video - 26.49
02/13/89		Ben Franklin	2.41	5 88	5 88	7813	Craft Sup.&Decora.-Whe
02/13/89		Brandy's Lock & Key Shop	3.61	57 00	57 00	7814	Replace Locks-DeMotte
02/13/89		Julie Bray	3.23	30 80	30 80	7815	Mileage
02/13/89		Brodart Co.	2.41	161 36	161 36	7816	Sysdac Tape
02/13/89		Cahners Publishing Company	3.31	295 80	295 80	7817	Ad for Director
02/13/89		Childrens Press	4.51	495 61	495 61	7818	Books 495.61
02/13/89		Coast to Coast	2.31	30 82	30 82	7819	Janitorial Sup.-Rens.
		\$13.60 - 3.23					Mileage
		\$5.36 - 2.21					Janitorial Sup.-DeM
		\$17.97 - 4.53					Processing Sup.
02/13/89		Lynn Daugherty	\$7.00 - GIFT FUND	44 70	44 70	7820	DeMotte-Books
02/13/89		DeMotte Carpet	3.61	48 00	48 00	7821	Repair Carpet-DeM
02/13/89		DeMotte Office Supply	2.13	15 87	15 87	7822	File Folders & Frame-DeM
		\$41.39 - 2.13					Office Sup.
		\$9.47 - 4.51					Processing Sup.
02/13/89		DEMCO	\$32.04 - GIFT FUND	82 90	82 90	7823	Wheatfield-Book Bags
02/13/89		David DeVries	3.61	25 00	25 00	7824	Work on Book Shelves-DeM
02/13/89		DeYoung Plum, Htg. & Air Cond.	3.62	27 50	27 50	7825	Furnace Service-Rens
02/13/89		Thomas Duggleby	3.95	25 00	25 00	7826	Snow Removal-Wheatfield
02/13/89		Congressional Quarterly Inc.	4.52	299 00	299 00	7827	Subscription-Rens
		\$1,914.30 - 4.52					Subscriptions-Rens
		\$1,886.50 - 4.52					Subscriptions-DeM
02/13/89		EBSCO Sub. Service	\$1,545.61 - 4.52	5,346 42	5,346 42	7828	Subscriptions-Whe
02/13/89		Frank B. Hall Consulting Co.	1.23	160 00	160 00	7829	Insurance-Padgitt
02/13/89		Barb Fernandez	3.95	105 00	105 00	7830	Snow Removal-DeM
02/13/89		Gale Research Inc.	4.51	1,722 00	1,722 00	7831	Books 1,680.00
02/13/89		Gallaudet University Press	4.51	61 40	61 40	7832	Books 9.90
02/13/89		Brad Hansen	3.95	25 00	25 00	7833	Snow Removal-DeM
02/13/89		Tysen's Country Grocery, Inc.	2.21	15 86	15 86	7864	Janitorial Sup.-DeM

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF CLAIM	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
02/13/89		Harvey's	\$4.88 - 2.41 \$4.60 - 2.41 \$8.37 - 2.21 \$3.14 - 2.21	20 99	20 99	7834	Library Sup.-Whe Library Sup.-Rens Janitorial Sup.-Whe Janitorial Sup.-Rens
02/13/89		Heritage Off. Prod.	\$47.06 - 2.13 \$129.00 - 4.40 \$253.00 - 3.95	429 06	429 06	7835	Office Supplies Chair-Directors Off. Service Contracts-Whe
02/13/89		The Highsmith Co., Inc.	\$194.17 - 4.40 \$186.69 - 4.40 \$166.32 - 4.53	547 18	547 18	7836	Cassette Player-CR Furniture-DeM Processing Sup. 380.86
02/13/89		Ingram	4.53	74 70	74 70	7837	Videos 74.70
02/13/89		Kidstamps	\$8.83 - 2.41 \$8.83 - 2.41 \$9.09 - 2.41	26 75	26 75	7838	Summer Reading-Rens Summer Reading-Whea Summer Reading-DeM
02/13/89		Mary K. Martin	3.23	83 60	83 60	7839	Mileage
02/13/89		Medical & Dental Waste NW	2.21	147 00	147 00	7840	Spill Kits-R,D,W
02/13/89		Monroe Systems for Business	2.42	255 12	255 12	7841	Copier Paper
02/13/89		Moolenaar & Hughes	\$170.00 - 3.95 \$120.00 - 3.95	290 00	290 00	7842	Lawn Care Wheatfield Lawn Care DeMotte
02/13/89		Ooms Disposal Service Inc.	3.95	11 50	11 50	7843	Trash Pick-Up-DeM
02/13/89		Postmaster General	3.22	200 00	200 00	7844	Postage
02/13/89		R.R. Bowker	4.51	279 25	279 25	7845	Books
02/13/89		R W Pool Co., Inc.	2.21	98 94	98 94	7846	Janitorial Sup.-Ren
02/13/89		Random House	4.51	1 95	1 95	7847	Vertical File Material
02/13/89		Rensselaer Readmore	4.52	78 30	78 30	7848	Newspapers-Rens
02/13/89		Catherine Salyers	\$17.60 - 3.23 \$331.48 - 3.97	349 08	349 08	7849	Mileage Interviewing Langlois
02/13/89		Security Couriers, Inc.	3.13	385 00	385 00	7850	Transport Service
02/13/89		Lynda C. Seegert	3.97	15 00	15 00	7851	Interviewing Expense
02/13/89		Simon & Schuster School Group	4.51	73 43	73 43	7852	Books
02/13/89		Smith True Value	\$7.18 - 2.41 \$14.99 - 4.40	22 17	22 17	7853	Batteries-Whe Snow Shovel-Whe
02/13/89		Van Stricklin	3.62	13 00	13 00	7854	Repair Video
02/13/89		Jill Tachtiris	1.12	44 44	44 44	7855	Amend Pay Rate
02/13/89		Teeters Culligan	3.72	29 90	29 90	7856	Rental
02/13/89		TravelNetwork Prod. Inc.	4.53	32 70	32 70	7857	Video 32.70
02/13/89		Upstart	\$116.42 - 2.41 \$116.42 - 2.41 \$156.51 - 2.41	389 35	389 35	7858	Summer Reading Rens Summer Reading DeM Summer Reading Whe
02/13/89		The Vidette Messenger	4.52	82 20	82 20	7859	Newspaper-Wheat
02/13/89		Wallmann's	2.21	17 64	17 64	7860	Janitorial Sup.-Rens
02/13/89		Diane Wiers	3.23	10 00	10 00	7861	Mileage
02/13/89		Michael D. Lacopo	4.51	25 00	25 00	7862	Books
02/12/89		K. V. Electric	3.61	191 60	191 60	7863	Install Outlets-DeM

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 1 pages, and except for claims not allowed as shown on the Register such claims are hereby allowed in the total amount of \$ 22,419.88 ~~22,502.05~~

Dated this 13th day of February, 1989

SIGNATURES

BOARD

DISBURSMENT LIST
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
07 FEB 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
7796	00113	INDIANA DEPT. OF EMPLOYMENT	160.75	01 FEB 89	UNEMPLOYMENT COMPENSATION 19	X
	00114	CITY OF RENSSELAER	433.68	07 FEB 89	RENSSELAER UTILITIES	
	00115	NIPSCO	456.38	07 FEB 89	DEMOTTE UTILITIES	
	00116	NIPSCO	770.29	07 FEB 89	WHEATFIELD UTILITIES	
	00117	NORTHWESTERN INDIANA TELEPHO	120.33	07 FEB 89	DEMOTTE TELEPHONE	
	00118	UNITED TELEPHONE COMPANY	349.46	07 FEB 89	RENS. PHONE & LINE INSTALLAT	
	00120	UNITED TELEPHONE COMPANY	75.76	07 FEB 89	WHEATFIELD TELEPHONE	
	00121	4-COUNTY SUPPLY	11.88	07 FEB 89	LIGHT BULBS-WHEATFIELD	
	00122	ACE HARDWARE	63.38	07 FEB 89	JANITORIAL SUP. & EQUIPMENT	
	00123	ALLEN D. BRAGDON PUBS., INC.	2.00	07 FEB 89	VERTICAL FILE MATERIALS	
	00124	AMERICAN HERITAGE	52.00	07 FEB 89	BOOKS	
	00125	AMERICAN LIBRARY ASSOCIATION	179.00	07 FEB 89	ADVERTISING & VIDEO	
	00126	AT&T	34.64	07 FEB 89	PHONE LEASE-DEMOTTE	
	00127	AUSTIN BOOK SALES	82.17	07 FEB 89	BOOKS	
	00128	AVC CORPORATION	6100.00	07 FEB 89	ACCOUNTING/PAYROLL COMPUTER	
	00129	BAKER & TAYLOR	183.91	07 FEB 89	BOOKS	
	00130	BAKER & TAYLOR	1119.65	07 FEB 89	BOOKS & VIDEOS	
	00131	BEN FRANKLIN	5.88	07 FEB 89	CRAFT SUP. & DECORATIONS-WHE	
	00132	BRANDY'S LOCK & KEY SHOP	57.00	07 FEB 89	REPLACE LOCKS-DEMOTTE	
	00133	JULIE BRAY	30.80	07 FEB 89	MILEAGE	
	00134	BRODART CO.	161.36	07 FEB 89	SYSDAC TAPE	
	00135	CAHNERS PUBLISHING COMPANY	295.80	07 FEB 89	ADVERTISEMENT-DIRECTOR	
	00136	CHILDRENS PRESS	495.61	07 FEB 89	BOOKS	
	00137	COAST TO COAST	30.82	07 FEB 89	JANITORIAL SUP.-RENSSELAER	
	00138	LYNN DAUGHERTY	44.70	07 FEB 89	MILEAGE, BOOKS, JAN. SUP-D, VIDE	
	00139	DEMOTTE CARPET	48.00	07 FEB 89	REPAIR CARPET-DEMOTTE	
	00140	DEMOTTE OFFICE SUPPLY	15.87	07 FEB 89	FILE FOLDERS & FRAME	
	00141	DEMCO	82.90	07 FEB 89	PROCESS.SUP., OFF.SUP. & BOOK B	
	00142	DAVID DEVRIES	25.00	07 FEB 89	MOVED & REATTACHED BOOK SHEL	
	00143	DEYOUNG PLUMB, HTG, & AIR CO	27.50	07 FEB 89	FURNACE SERVICE-RENSSELAER	
	00144	THOMAS DUGGLEBY	25.00	07 FEB 89	SNOW REMOVAL-WHEATFIELD	
	00145	CONGRESSIONAL QUARTERLY INC.	299.00	07 FEB 89	SUBSCRIPTION-RENSSELAER	
	00146	EBSCO SUBSCRIPTION SERVICES	5346.42	07 FEB 89	SUBSCRIPTIONS	
	00147	FRANK B. HALL CONSULTING CO.	160.00	07 FEB 89	INSURANCE-PADGITT	
	00148	BARB FERNANDZ	105.00	07 FEB 89	SNOW REMOVAL-DEMOTTE	
	00149	GALE RESEARCH INC.	1722.00	07 FEB 89	BOOKS	
	00150	GALLAUDET UNIVERSITY PRESS	61.40	07 FEB 89	BOOKS	
	00151	BRAD HANSEN	25.00	07 FEB 89	SNOW REMOVAL-DEMOTTE	
	00152	HARVEY'S	20.99	07 FEB 89	LIBRARY & JANITORIAL SUPPLIE	
	00153	HERITAGE OFFICE PRODUCTS, IN	429.06	07 FEB 89	CHAIR, OFFICE SUP., SERVICE	
	00154	THE HIGHSMITH CO., INC.	547.18	07 FEB 89	PROCESSING SUP. & EQUIPMENT	
	00155	INGRAM	74.70	07 FEB 89	VIDEOS	
	00156	KIDSTAMPS	26.75	07 FEB 89	SUMMER READING SUPPLIES	
	00157	MARY K. MARTIN	83.60	07 FEB 89	MILEAGE	
	00158	MEDICAL & DENTAL WASTE NORTH	147.00	07 FEB 89	SPILL KITS-R,D,W	

DISBURSMENT LIST

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

07 FEB 89

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
	00159	MONROE SYSTEMS FOR BUSINESS,	255.12	07 FEB 89	COPIER PAPER	
	00160	MOOLENAAR & HUGHES	290.00	07 FEB 89	LAWN CARE-DEMOTTE & WHEATFIE	
	00161	DOMS DISPOSAL SERVICE INC.	11.50	07 FEB 89	TRASH PICK-UP-DEMOTTE	
	00162	POSTMASTER GENERAL	200.00	07 FEB 89	POSTAGE	
	00163	R.R. BOWKER	279.25	07 FEB 89	BOOKS	
	00164	R W POOL CO., INC.	98.94	07 FEB 89	JANITORIAL SUP.-RENSSELAER	
	00165	RANDOM HOUSE	1.95	07 FEB 89	VERTICAL FILE MATERIALS	
	00166	RENSSELAER READMORE	78.30	07 FEB 89	NEWSPAPERS-RENSSELAER	
	00167	CATHERINE SALYERS	349.08	07 FEB 89	MILEAGE & INTERVIEWING	
	00168	SECURITY COURIERS, INC.	385.00	07 FEB 89	TRANSPORT SERVICE	
	00169	LYNDA C. SEEGER	15.00	07 FEB 89	INTERVIEWING EXPENSE	
	00170	SIMON & SCHUSTER SCHOOL GROU	73.43	07 FEB 89	BOOKS	
	00171	SMITH TRUE VALUE FARM STORE	22.17	07 FEB 89	BATTERIES & SHOVEL-WHEATFIEL	
	00172	VAN STRICKLIN	13.00	07 FEB 89	REPAIR VIDEO	
	00173	JILL TACHTIRIS	44.44	07 FEB 89	AMEND PAY RATE	
	00174	TEETERS CULLIGAN	29.90	07 FEB 89	RENTAL	
	00175	TRAVELNETWORK PRODUCTIONS, I	32.70	07 FEB 89	VIDEO	
	00176	UPSTART	389.35	07 FEB 89	SUMMER READING SUPPLIES	
	00177	THE VIDETTE MESSENGER	82.20	07 FEB 89	NEWSPAPER-WHEATFIELD	
	00178	WALLMANN'S	17.64	07 FEB 89	JANITORIAL SUP.-RENSSELAER	
	00179	DIANE WIERS	10.00	07 FEB 89	MILEAGE	

--TOTAL AMOUNT OF CLAIMS--

23268.59

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

13 FEB 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	1850.00	1850.00	28150.00
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	16085.94	16085.94	189414.06
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	704.40	704.40	9495.60
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	2691.42	2691.42	15808.58
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	160.75	160.75	1689.25
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	160.00	160.00	2615.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	.00	750.00
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	126.13	126.13	3173.87
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	371.47	371.47	3378.53
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	58.16	58.16	691.84
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	.00	300.00
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	819.91	819.91	6180.09
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	255.12	255.12	3244.88
200.0		.00	.00	.00	.00	.00	.00
200.0		.00	.00	.00	.00	.00	.00
200.0		.00	.00	.00	.00	.00	.00
200.0		.00	.00	.00	.00	.00	.00
200.0		.00	.00	.00	.00	.00	.00
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	742.50	742.50	2257.50
3.21	TELEPHONE	6500.00	.00	6500.00	846.71	846.71	5653.29
3.22	POSTAGE	2500.00	.00	2500.00	280.00	280.00	2220.00
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	179.20	179.20	3820.80
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	.00	.00	6000.00
3.25	FREIGHT	150.00	.00	150.00	.00	.00	150.00
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	340.80	340.80	59.20
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	350.00	350.00	250.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	.00	7000.00
3.51	GAS	6000.00	.00	6000.00	1499.03	1499.03	4500.97
3.52	ELECTRICITY	15000.00	.00	15000.00	1634.58	1634.58	13365.42
3.53	WATER	500.00	.00	500.00	20.68	20.68	479.32
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	27.12	27.12	372.88
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	466.35	466.35	4033.65
3.62	EQUIPMENT	1000.00	.00	1000.00	67.50	67.50	932.50
3.72	EQUIPMENT	400.00	.00	400.00	98.34	98.34	301.66
3.91	DUES	750.00	.00	750.00	60.00	60.00	690.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	841.00	841.00	6659.00
3.96	PETTY CASH	120.00	.00	120.00	120.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	346.48	346.48	-96.48
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	838.71	838.71	19161.29
4.51	BOOKS	95000.00	.00	95000.00	1406.73	1406.73	93593.27
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	7951.92	7951.92	7048.08
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	184.29	184.29	15415.71
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	6555.75	6555.75	8250.17
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	8425.51	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	.00	1600.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	95.51	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	359.85	359.85	1146.73
-TOTAL-		590862.24	.00	590862.24	57021.86	57021.86	533840.38

FINANCIAL REPORT BY FUND
JASPER COUNTY PUBLIC LIBRARY
301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 FEB 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	91715.12	3493.65	3493.65	57021.86	57021.86	38186.91
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2303.77	160.00	160.00	280.89	280.89	2182.88
110.02	RENSSELAER GIFT FUND	1000.48	27.00	27.00	40.93	40.93	986.55
110.03	WHEATFIELD GIFT FUND	921.82	144.00	144.00	32.04	32.04	1033.78
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	3425.14	.00	.00	.00	.00	3425.14
120.02	WHEATFIELD BOND AND INTEREST	53785.37	.00	.00	.00	.00	53785.37
130	LIRF FUND	74500.00	.00	.00	.00	.00	74500.00
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	122390.74	.00	.00	.00	.00	122390.74
140.02	LIRF INVESTMENTS	7609.26	.00	.00	.00	.00	7609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	.00	.00	.00	.00	.00	.00
150.02	RENSSELAER PETTY CASH	.00	.00	.00	.00	.00	.00
150.03	WHEATFIELD PETTY CASH	.00	.00	.00	.00	.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	80.49	.00	.00	-8.82	-8.82	89.31
-TOTAL ALL FUNDS-		357732.19	3824.65	3824.65	57366.90	57366.90	304189.94

	RENSSELAER					DEMDOTTE					WHEATFIELD						
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C		
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I		
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R		
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C		
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U		
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L		
JANUARY 1989	E		E		ATION	E		E		ATION	E		E		ATION		
XX																	
ADULT BOOKS																	
Fiction	38		38		1	1	1243	43	43	1	1	954	18	18	6	6	538
Non-Fiction	96		56		4	4	1317	110	78	7	7	1205	51	42			530
Paperbacks	1		1				542	7	7	3	3	725					386
CHILDREN'S BK																	
Fiction	123		119		13	13	1587	158	158	3	3	1638	34	34			701
Non-fiction	89		76		6	6	658	83	83	16	2	687	10	10	6	6	235
FILMSTRIPS																	
MAGAZINES																	
Adult							342			1	1	897					283
Children							26										
MAPS, PRINTS, PHOTOGRAPHS...																	
							20					29					60
SOUND RECORDINGS																	
							200			1	1	115					100
PAMPHLETS	50		50		2	2	155					127	12	12	2	2	21
VHS's	30		30		18	18	653	15	15	1	1	681	13	13			653
SOFTWARE																	
																	85
XX																	
TOTAL	427		370		44	44	6743	416	384	33	19	7058	138	129	14	14	3592
PERCENT																	
Increase							0%					21%					
Decrease																	-5%
TOTAL VOLUMES																	
OWNED																	
TOTAL TITLES																	
OWNED																	
XX																	
MONTHLY SYSTEM STATISTICS																	
Circulation							16311					17393	7%				
Daily Average																	
January to date																	
Circulation							16311					17393	7%				
Rensselaer day 270																	
DeMotte day 282																	
Wheatfield day 144																	

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

January 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	37	54	19
Received	35	40	17
Outstanding	2	14	2
INTRALIBRARY LOANS			
Filled	43	40	58
REGISTRATION			
Borrowers added			
Resident	52	47	36
Non-resident			
fee	4		
Expired cards			
Total Registered	1158		
REFERENCE QUESTIONS			
Telephone			
Directional	46	22	62
Reference	88	103	52
In-person			
Directional	80	12	72
Reference	208	307	139
Total	422	444	325
LOCAL HISTORY			
In person	8		
Microfilms used	2		
Letters	0		

MARCH

Agenda.....March 13, 1989

1. Executive Session -- 6:00 - 8:00 pm
2. Grace Bible Church
3. Trustee Informational Talk -- Wil Doty
4. Minutes
5. Bills/Financial Statement
 - 5.1 Bills
 - 5.2 Payroll
 - 5.3 Financial Statement
6. Committee Appointments
 - 6.1 Bylaws & Policy Revision Committee
 - 6.2 Budget Committee
 - 6.3 Director's Evaluation/Recommendation Committee
7. Acting Director's Report
 - 7.1 Name on Lock Box
 - 7.2 Fagen Advantage
8. DeMotte Business
9. Rensselaer Business
10. Wheatfield Business

MINUTES.....February 18, 1989

At 10:00 am the Board of Finance of the Jasper County Public Library met. Those present were Bob Souza, vice-president, Mary Linda Casey, secretary, Miriam Lawyer, treasurer, Marge Hohner, and Frank Wright, trustees. Proposals for depository designation were received from Indiana Federal, First of America, DeMotte State Bank, Lafayette National and Bank One. There was a discussion of Indiana Federal and Bank One's average daily deposits figures. It was noted that Carpenter Township is not a part of the library taxing district and therefore, should not be considered in the average daily deposits. Mrs. Salyers was directed to contact all the financial institutions concerning their figures for the library's taxing unit.

On a motion by Mary Linda Casey, seconded by Miriam Lawyer, the board voted unanimously to invest \$100,000 in a 91 day CD.

On a motion by Mary Linda Casey, seconded by Marge Hohner, the board voted unanimously to designate the following financial institutions as depositories: Indiana Federal, First of America, DeMotte State Bank, Lafayette National, and Bank One and that funds be distributed after clarification of average daily deposits. In the absence of the President, Vice-President Robert Souza signed all documents.

By consensus, this meeting adjourned at 10:15 am.

The regular monthly meeting of the Jasper County Public Library board was held at 10:15 am in the technical services room of the Rensselaer Public Library. Those present were Bob Souza, vice-president, Mary Linda Casey, secretary, Miriam Lawyer, treasurer, Marge Hohner, Frank Wright, trustees.

MINUTES: On a motion by Miriam Lawyer, seconded by Marge Hohner, the board voted to approve the minutes of the previous meeting with the following correction: the treasurer is Miriam Lawyer not Barbara Leestma.

BILLS/FINANCIAL STATEMENT: On a motion by Miriam Lawyer, seconded by Frank Wright, the bills and payroll were approved as presented.

On a motion by Mary Linda Casey, seconded by Miriam Lawyer, the board unanimously approved the financial statement.

On a motion by Frank Wright, seconded by Marge Hohner, the board voted unanimously to accept the bonds for Cheryl Witty, Lynn Daugherty, and Mary K. Martin.

The annual report was presented for inspection.

There was a brief discussion of the new bookkeeping program. Mrs. Salyers noted that both Cheryl Witty and Martha Daugherty were receiving training on how to use the program. As of yet materials had not been sent to the State Board of Accounts for approval, but checks and other documents would be sent before the end of the month.

Job Search: There was a discussion of the applicant for the Wheatfield position. Mrs. Salyers stated that Jennifer Langlois would be flying in at the expense of the library that day for a final interview .

Finally, there was a discussion of the Director's position. The search committee noted they would be meeting soon and hoped to have interviews set up by the next board meeting.

ADJOURNMENT: On a motion by Miriam Lawyer, seconded by Marge Hohner, the meeting adjourned at 11:01 am.

REGISTER CLAIMS

Jasper County Public Library
Governmental Unit

NOTES: (1) Use both sides of form if needed. Signature of governing board should appear only on the final page of each meeting in which claims are allowed.
(2) The Memorandum column is for entering action on claims if disallowed in whole or in part, if continued to a later meeting of governing board, or for other pertinent information.

For Period February 14, 19 89 to March 13, 19 89

Page 1 of 1 Pages

Prescribed by State Board of Accountants

A.E. HOFFER CO., MUNCIE, IND. 47302

General Form No. 364 (10/79)

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	OFFICE DEPARTMENT OR FUND	AMOUNT OF CLAIM	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
02/27/89		Ron McAtee	GIFT FUND	200 00	200 00	7923	Computer Prog.-Whe
02/27/89		Indiana Federal	BIRF #2	100000 00	100000 00	7924	Purchase CD-\$50000.00
			LIRF				Purchase CD-\$50000.00
			\$176.98 - 3.51				Rens. Gas
			\$212.56 - 3.52				Rens. Elec.
			\$10.34 - 3.53				Rens. Water
03/13/89		City of Rensselaer	\$13.56 - 3.54	413 44	413 44	7929	Rens. Waste Dis.
			\$189.39 - 3.51				DeMotte Gas
03/13/89		NIPSCO	\$306.64 - 3.52	496 03	496 03	7930	DeMotte Elec.
03/13/89		Northwestern Ind. Tele. Co.	3.21	130 74	130 74	7931	DeMotte telephone
03/13/89		United Telephone Co.	3.21	222 42	222 42	7932	Rensselaer telephone
03/13/89		United Telephone Co.	3.21	84 67	84 67	7933	Wheatfield telephone
03/13/89		Ace Hardware	2.21	15 04	15 04	7934	Jan. Sup.-DeM
			\$126.00 - 3.31				Ad for Director's Pos.
03/13/89		American Library Asso.	\$56.63 - 2.41	182 63	182 63	7935	Lib. Sup.-CR
03/13/89		Austin Book Sales	4.51	264 99	264 99	7936	Books
03/13/89		Baker & Taylor	4.51	560 36	560 36	7937	Books
03/13/89		Baker & Taylor	GIFT FUND	27 04	27 04	7938	Books-Whe
			\$1005.59 - 4.51				Books
			\$308.04 - 4.61				Books Encumbered
03/13/89		Baker & Taylor	\$29.25 - GIFT FUND	1342 88	1342 88	7939	Books-DeM
03/13/89		Bank One	3.72	12 00	12 00	7940	Safe Deposit Box Rent
03/13/89		Belstra Milling Co., Inc.	2.21	8 70	8 70	7941	Ice Melt-DeM
03/13/89		Ben Franklin	2.41	9 44	9 44	7942	Craft Sup.-DeM
03/13/89		Julie Bray	3.23	8 80	8 80	7943	Mileage
03/13/89		Brodart Co.	2.41	81 78	81 78	7944	Sysdac Tape
03/13/89		Cahners Publishing Co.	3.31	147 90	147 90	7945	Ad for Director's Pos.
03/13/89		Career Track Inc.	3.24	48 00	48 00	7946	Conference-Martin
03/13/89		Chamber of Commerce	3.91	50 00	50 00	7947	Annual Dues
03/13/89		Children's Book Council	2.41	34 50	34 50	7948	Bookmark&Mobile-DeM
03/13/89		Custom Lawn Care	3.95	15 00	15 00	7949	Snow Removal-Rens
			\$17.60 - 3.23				Mileage
			\$41.62 - 4.51				Books
			\$11.68 - 2.13				Office Sup.-DeM
			\$25.70 - 2.21				Jan. Sup.-DeM
			\$30.00 - 3.24				Conf.-Padgett&Tachtiris
03/13/89		Lynn Daugherty	\$5.45 - 3.21	132 05	132 05	7950	Telephone-DeM
03/13/89		Davidson Titles Inc.	4.51	33 48	33 48	7951	Books
03/13/89		Charlotte Fagen	3.23	13 60	13 60	7952	Mileage
03/13/89		Fase's	3.62	38 05	38 05	7953	Vacuum Repair-DeM
03/13/89		Fase's	2.21	13 50	13 50	7954	Vacuum Bags-Rens
03/13/89		Barb Fernandez	3.95	15 00	15 00	7955	Snow Removal-DeM
03/13/89		Grunko Films Inc.	4.53	93 85	93 85	7956	VHS Tapes
03/13/89		Brad Hansen	3.95	75 00	75 00	7957	Snow Removal
03/13/89		Harvey's	2.41	10 08	10 08	7958	Craft Sup.-Whe
			\$872.00 - 3.95				Service Contract-Rens
			\$65.00 - 4.40				Daisey Wheels-Whe
03/13/89		Heritage Off. Prod.	\$52.01 - 2.13	989 01	989 01	7959	Office Supplies
03/13/89		Highsmith Co., Inc.	4.40	108 55	108 55	7960	Bulletin Board-Rens
03/13/89		Indianapolis Newspapers Inc.	3.31	16 71	16 71	7961	Notice to Bidders
03/13/89		Farm Bureau Inc.	3.61	115 96	115 96	7962	Ballasts-Rens
03/13/89		Kankakee Valley Post News	3.31	27 68	27 68	7963	Notice to Bidders
03/13/89		Journal and Courier	3.31	17 48	17 48	7964	Notice to Bidders
03/13/89		National Business Furniture Co.	4.40	467 95	467 95	7965	Cabinet-DeMotte

DATE FILED	CLAIM NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF CLAIM	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM (See Note (2) Above)
03/13/89		National Wildlife Federation	4.51	78 25	78 25	7966	Books
03/13/89		Ooms Disposal Service Inc.	3.95	11 50	11 50	7967	Trash Pick-Up-DeM
03/13/89		Post Tribune	3.31	17 47	17 47	7968	Notice to Bidders
03/13/89		Postmaster General	3.22	200 00	200 00	7969	Postage
03/13/89		R W Pool Co., Inc.	\$33.76 - 2.21 \$39.63 - 2.21	73 39	73 39	8001	Janitorial Sup.-Rens. Janitorial Sup.-Whe
03/13/89		Rensselaer Republican	4.52	46 00	46 00	8002	Newspaper-DeM
03/13/89		Rensselaer Republican	3.31	27 68	27 68	8003	Notice to Bidders
			\$185.69 - 2.13 \$95.86 - 2.13 \$90.41 - 2.13 \$106.33 - 4.40				Office Sup.-Rens. Office Sup.-DeM Office Sup.-Whe Equipment-Rens. Equipment-DeM
03/13/89		Quill	\$72.35 - 4.40	550 64	550 64	8004	
			\$58.40 - 3.23 \$12.50 - 3.97 \$3.15 - 3.22				Mileage Interviewing Expense Postage
03/13/89		Catherine Salyers	\$3.15 - 3.22	74 05	74 05	8005	
03/13/89		Scarecrow Press	4.51	27 00	27 00	8006	Books
03/13/89		Security Couriers, Inc.	3.13	302 50	302 50	8007	Transport
03/13/89		Stanley Steemer	3.61	550 20	550 20	8008	Carpet Cleaning-Whe
03/13/89		Van Stricklin	3.62	57 73	57 73	8009	VCR Tape Repair
03/13/89		Culligan's	3.53	20 80	20 80	8010	Water-Rens.
03/13/89		Tysen's Country Grocery, Inc.	2.21 \$26.41 - 2.41 \$59.51 - 2.41 \$12.59 - 2.41	11 58	11 58	8011	Jan. Sup.-DeM Lib. Sup.-DeM Lib. Sup.-Whe Lib. Sup.-Rens.
03/13/89		United Supply Co., Inc.	\$9.21 - 2.41 \$15.00 - 2.21	107 72	107 72	8012	Lib. Sup.-CR Jan. Sup.-Whe
03/13/89		Wallmann's Foods	\$17.46 - 2.21	32 46	32 46	8013	Jan. Sup.-Rens. PETTY CASH-Rensselaer
			\$46.08 - 3.22 \$11.91 - 2.31 \$1.60 - 2.41				Postage Repair Sup. Lib. Sup.
03/13/89		Cheryl A. Witty	\$1.60 - 2.41	59 59	59 59	8014	PETTY CASH-DeMotte
			\$14.81 - 2.13 \$4.73 - 3.22 \$4.89 - 2.21				Office Sup. Postage Jan. Sup.
03/13/89		Cheryl A. Witty	\$4.89 - 2.21	24 43	24 43	8015	
			\$157.00 - RECIPROCAL BORROWING \$67.05 - 2.41 \$16.75 - 2.41 \$410.77 - 3.51				Book Bags Lib. Sup.-CR Lib. Sup.-Rens. Gas-Wheatfield
03/13/89		Upstart	\$16.75 - 2.41 \$410.77 - 3.51	240 80	240 80	8016	
03/13/89		NIPSCO	\$377.28 - 3.52	788 05	788 05	7970	Elec.-Wheatfield

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 1 pages, and except for claims not allowed as shown on the Register such claims are hereby allowed in the total amount of \$ 109,826.15

Dated this 13th day of March, 19 89

William D. Doty Robert Young
Debra L. Lantz Marge Hoffman
Theresa L. Lantz Miriam Lantz
 SIGNATURES OF GOVERNING BOARD

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD						
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C		
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I		
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R		
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C		
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U		
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L		
February 89	E		E		ATION	E		E		ATION	E		E		ATION		
XX																	
ADULT BOOKS																	
Fiction	9		9	2	2	1154		14	14	3	3	807	10	10	3	3	534
Non-Fiction	11		11	1	1	1288		42	29	23	2	1088	28	17			570
Paperbacks						423						460					183
CHILDREN'S BK																	
Fiction	2		2			1501		4	4	2	2	1510	1	1			704
Non-fiction	15		15			661		25	25	2	2	487	15	15			227
FILMSTRIPS																	
						1											
MAGAZINES																	
Adult						528				2	2	785					276
Children						50											
MAPS, PRINTS, PROTECTORS...																	
						16						2					20
SOUND RECORDINGS																	
				1	1	190						110					93
PAMPHLETS																	
						570						62					17
VHS's																	
				1	1	613				3	3	589					585
SOFTWARE																	
																	116
XX																	
TOTAL	37		37	5	5	6995		85	72	35	14	5900	54	43	3	3	3325
PERCENT																	
Increase						3%						1%					
Decrease																	-4%
TOTAL VOLUMES																	
OWNED																	
TOTAL TITLES																	
OWNED																	
XX																	
MONTHLY SYSTEM STATISTICS																	
Circulation						1988						1989					
Daily Average						16128						16220	1%				
January to date																	
To Circulation						32439						33613	3.6%				
Rensselaer	day											304					
DeMotte	day											256					
Wheatfield	day											145					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

February 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	77	116	15
Received	63	97	13
Outstanding	14	19	2
INTRALIBRARY LOANS			
Filled	48	42	82
REGISTRATION			
Borrowers added			
Resident	79	137	69
Non-resident			
fee	11		
Expired cards	84		
Total Registered	11746		
REFERENCE QUESTIONS			
Telephone			
Directional	23	13	40
Reference	152	109	28
In-person			
Directional	68	12	55
Reference	119	331	96
Total	362	465	219
LOCAL HISTORY			
In person	10		
Microfilms used			
Letters	1		

----- CHECK REGISTER -----
 ----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 MAR 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
7923	00245	RON MC ATEE	200.00	27 FEB 89	COMPUTER PROGRAM AT WHEATFIE
7924	00246	INDIANA FEDERAL	100000.00	27 FEB 89	PURCHASE CD
ADJ. ENTR	00247	BANK ONE	30000.00	15 FEB 89	\$30000.00 CD MATURED
COR. ENTR	00249	INDIANA FEDERAL	-50000.00	27 FEB 89	CORRECTION OF VOUCHER 00246
COR. ENTR	00250	INDIANA FEDERAL	-50000.00	27 FEB 89	CORRECTION OF VOUCHER 00246
7924	00251	INDIANA FEDERAL	100000.00	27 FEB 89	PURCHASE \$100000.00 CD
7929	00252	CITY OF RENSSELAER	413.44	13 MAR 89	RENSSELAER UTILITIES
7930	00253	NIPSCO	496.03	13 MAR 89	DEMOTTE UTILITIES
7931	00254	NORTHWESTERN INDIANA TELEPHO	130.74	13 MAR 89	DEMOTTE TELEPHONE
7932	00255	UNITED TELEPHONE COMPANY	222.42	13 MAR 89	RENSSELAER TELEPHONE
7933	00256	UNITED TELEPHONE COMPANY	84.67	13 MAR 89	WHEATFIELD TELEPHONE
7934	00257	ACE HARDWARE	15.04	13 MAR 89	JANITORIAL SUPPLIES
7935	00258	AMERICAN LIBRARY ASSOCIATION	182.63	13 MAR 89	LIBRARY SUP.-CR & ADVERTISEM
7936	00259	AUSTIN BOOK SALES	264.99	13 MAR 89	BOOKS
7937	00260	BAKER & TAYLOR	560.36	13 MAR 89	BOOKS
7938	00261	BAKER & TAYLOR	27.04	13 MAR 89	BOOKS
7939	00264	BAKER & TAYLOR	1342.88	13 MAR 89	BOOKS
7940	00265	BANK ONE	12.00	13 MAR 89	SAFE DEPOSIT BOX RENTAL
7941	00266	BELSTA MILLING COMPANY INC.	8.70	13 MAR 89	ICE MELT-DEMOTTE
7942	00267	BEN FRANKLIN	9.44	13 MAR 89	CRAFT SUPPLIES AT DEMOTTE
7943	00268	JULIE BRAY	8.80	13 MAR 89	MILEAGE
7944	00269	BRODART CO.	81.78	13 MAR 89	SYSDAC TAPE
7945	00270	CAHNERS PUBLISHING COMPANY	147.90	13 MAR 89	ADV. FOR DIRECTOR'S EMPLOYME
7946	00271	CAREER TRACK INC.	48.00	13 MAR 89	CONFERENCE-MARTIN
7947	00272	CHAMBER OF COMMERCE	50.00	13 MAR 89	ANNUAL DUES
7948	00273	CHILDREN'S BOOK COUNCIL	34.50	13 MAR 89	BOOKMARKS & MOBILE-DEMOTTE
7949	00274	CUSTOM LAWN CARE	15.00	13 MAR 89	SNOW REMOVAL-RENSSELAER
7950	00275	LYNN DAUGHERTY	132.05	13 MAR 89	OFFICE, PHONE, MEETINGS, BOOKS,
7951	00276	DAVIDSON TITLES INC.	33.48	13 MAR 89	BOOKS
7952	00278	CHARLOTTE FAGEN	13.60	13 MAR 89	MILEAGE
7953	00279	FASE'S	38.05	13 MAR 89	VACUUM REPAIR
7954	00280	FASE'S	13.50	13 MAR 89	VACUUM BAGS-RENSSELAER
7955	00281	BARB FERNANDZ	15.00	13 MAR 89	SNOW REMOVAL-DEMOTTE
7956	00282	GRUNKO FILMS INC.	93.85	13 MAR 89	VHS TAPES
7957	00283	BRAD HANSEN	75.00	13 MAR 89	SNOW REMOVAL
7958	00284	HARVEY'S	10.08	13 MAR 89	CRAFT SUPPLIES-WHEATFIELD
7959	00285	HERITAGE OFFICE PRODUCTS, IN	989.01	13 MAR 89	SER.CONTRACT-R;DAISEY WHEELS
7960	00286	HIGHSMITH CO. INC.	108.55	13 MAR 89	BULLETIN BOARD-RENSSELAER
7961	00288	INDINAPOLIS NEWSPAPERS INC.	16.71	13 MAR 89	NOTICE TO BIDDERS
7962	00289	FARM BUREAU INC.	115.96	13 MAR 89	BALLASTS-RENSSELAER
7963	00290	KANKAKEE VALLEY POST NEWS	27.68	13 MAR 89	BIDS
7964	00291	JOURNAL AND COURIER	17.48	13 MAR 89	BIDS
7965	00292	NATIONAL BUSINESS FURN.CO.	467.95	13 MAR 89	CABINET-DEMOTTE
7966	00293	NATIONAL WILDLIFE FEDERATION	78.25	13 MAR 89	BOOKS
7967	00294	DOMS DISPOSAL SERVICE INC.	11.50	13 MAR 89	TRASH PICK-UP AT DEMOTTE
7968	00295	POST TRIBUNE	17.47	13 MAR 89	NOTICE TO BIDDERS
7969	00296	POSTMASTER GENERAL	200.00	13 MAR 89	STAMPS-POSTAGE
8001	00297	R W POOL CO., INC.	73.39	13 MAR 89	SUP.-REN-\$33.76;SUP.-WHE-\$39

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 MAR 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
8002	00298	RENSSELAER REPUBLICAN	46.00	13 MAR 89	NEWSPAPER-DEMOTTE
8003	00299	RENSSELAER REPUBLICAN	27.68	13 MAR 89	BIDS
8004	00300	QUILL	550.64	13 MAR 89	OFFICE SUP.&EQUIPMENT
8005	00302	CATHERINE SALYERS	74.05	13 MAR 89	INTERVIEW, POSTAGE, MILEAGE
8006	00303	SCARECROW PRESS	27.00	13 MAR 89	BOOK
8007	00305	SECURITY COURIERS, INC.	302.50	13 MAR 89	TRANSPORT
8008	00306	STANLEY STEEMER	550.20	13 MAR 89	CARPET CLEANING-WHEATFIELD
8009	00307	VAN STRICKLIN	57.73	13 MAR 89	VCR TAPE REPAIR
8010	00308	CULLIGAN'S	20.80	13 MAR 89	BOTTLED WATER
8011	00309	TYSEN'S COUNTRY GROCERY, INC	11.58	13 MAR 89	JANITORIAL SUPPLIES-DEMOTTE
8012	00310	UNITED SUPPLY CO. INC.	107.72	13 MAR 89	SUPPLIES-DEM, WHE, RENS, CR.
8013	00311	WALLMANNS FOODS	32.46	13 MAR 89	RENS. AND WHTFLD.
8014	00313	CHERYL A. WITTY	59.59	13 MAR 89	PETTY CASH-RENSSELAER
8015	00315	CHERYL A. WITTY	24.43	13 MAR 89	PETTY CASH-DEMOTTE
8016	00316	UPSTART	240.80	13 MAR 89	OTHER SUPPLIES
7970	00317	NIPSCO	788.05	13 MAR 89	GAS & ELECTRIC
CDR. ENTR	00319	UPSTART	-240.80	13 MAR 89	CORRECT VOUCHER #00316
8016	00320	UPSTART	240.80	13 MAR 89	LIBRARY SUPPLIES

--TOTAL AMOUNT OF CLAIMS-- 139826.15

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 139826.15. Dated 13 MAR 89.

{-----BANK BALANCES-----}

DATE (13 MAR 89)

A1 (BANK ONE CHECKING	}	B1 (	81770.23}
A2 (CERTIFICATE OF DEPOSIT #1	}	B2 (	100000.00}
A3 (CERTIFICATE OF DEPOSIT #2	}	B3 (	100000.00}
A4 (	}	B4 (	.00}
A5 (	}	B5 (	.00}
A6 (	}	B6 (	.00}
A7 (	}	B7 (	.00}
A8 (	}	B8 (	.00}
A9 (	}	B9 (	.00}
TOTAL		B10 (	281770.23}

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 13 MAR 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	19251.58	35955.95	39449.60	9412.86	85370.05	45794.67
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2182.88	200.00	360.00	29.25	310.14	2353.63
110.02	RENSSELAER GIFT FUND	986.55	.00	27.00	.00	40.93	986.55
110.03	WHEATFIELD GIFT FUND	1033.78	20.00	164.00	227.04	259.08	826.74
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	3425.14	.00	.00	.00	.00	3425.14
120.02	WHEATFIELD BOND AND INTEREST	53785.37	.00	.00	50000.00	50000.00	3785.37
130	LIRF FUND	74500.00	.00	.00	50000.00	50000.00	24500.00
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	122390.74	.00	.00	30000.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	7609.26	50000.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	50000.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	.00	.00	.00	.00	.00	.00
150.02	RENSSELAER PETTY CASH	.00	.00	.00	.00	.00	.00
150.03	WHEATFIELD PETTY CASH	.00	.00	.00	.00	.00	.00
160	RECIPROCAL BORROWING FUND	.00	157.00	157.00	157.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	98.13	.00	.00	.00	-17.64	98.13
-TOTAL ALL FUNDS-		285263.43	136332.95	140157.60	139826.15	216119.56	281770.23

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

13 MAR 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	.00	3117.50	26882.50
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	.00	31859.26	173640.74
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	.00	1276.23	8923.77
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	.00	4014.10	14485.90
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	160.75	1689.25
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	160.00	2615.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	.00	750.00
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	450.46	576.59	2723.41
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	185.26	556.73	3193.27
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	11.91	70.07	679.93
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	.00	300.00
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	385.55	1205.46	5794.54
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	255.12	3244.88
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	302.50	1045.00	1955.00
3.21	TELEPHONE	6500.00	.00	6500.00	443.28	1289.99	5210.01
3.22	POSTAGE	2500.00	.00	2500.00	253.96	533.96	1966.04
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	98.40	277.60	3722.40
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	78.00	78.00	5922.00
3.25	FREIGHT	150.00	.00	150.00	.00	.00	150.00
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	380.92	721.72	-321.72
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	350.00	250.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	.00	7000.00
3.51	GAS	6000.00	.00	6000.00	777.14	2276.17	3723.83
3.52	ELECTRICITY	15000.00	.00	15000.00	896.48	2531.06	12468.94
3.53	WATER	500.00	.00	500.00	31.14	51.82	448.18
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	13.56	40.68	359.32
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	666.16	1132.51	3367.49
3.62	EQUIPMENT	1000.00	.00	1000.00	95.78	163.28	836.72
3.72	EQUIPMENT	400.00	.00	400.00	12.00	110.34	289.66
3.91	DUES	750.00	.00	750.00	50.00	110.00	640.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	988.50	1829.50	5670.50
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	12.50	358.98	-108.98
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	820.18	1658.89	18341.11
4.51	BOOKS	95000.00	.00	95000.00	2011.29	3418.02	91581.98
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	46.00	7997.92	7002.08
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	93.85	278.14	15321.86
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	308.04	6863.79	7942.13
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	.00	1600.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	359.85	1146.73
6.2	PURCHASE OF INVESTMENTS	.00	.00	.00	.00	.00	.00
-TOTAL-		590862.24	.00	590862.24	9412.86	85370.05	505492.19

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 MAR 89

PAGE 1

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-2.13-00275	LYNN DAUGHERTY	OPERATING FUND/OTHER OFFICE SUP	11.68 7950	OFFICE,PHONE,MEETINGS
100-2.13-00285	HERITAGE OFFICE PRODUCTS,	OPERATING FUND/OTHER OFFICE SUP	52.01 7959	SER.CONTRACT-R;DAISE
100-2.13-00300	QUILL	OPERATING FUND/OTHER OFFICE SUP	95.86 8004	OFFICE SUP.&EQUIPMEN
100-2.13-00300	QUILL	OPERATING FUND/OTHER OFFICE SUP	90.41 8004	OFFICE SUP.&EQUIPMEN
100-2.13-00300	QUILL	OPERATING FUND/OTHER OFFICE SUP	185.69 8004	OFFICE SUP.&EQUIPMEN
100-2.13-00315	CHERYL A. WITTY	OPERATING FUND/OTHER OFFICE SUP	14.81 8015	PETTY CASH-DEMOTTE
	TOTAL= 450.46			
100-2.21-00257	ACE HARDWARE	OPERATING FUND/CLEANING & SANIT	15.04 7934	JANITORIAL SUPPLIES
100-2.21-00266	BELSTA MILLING COMPANY INC	OPERATING FUND/CLEANING & SANIT	8.70 7941	ICE MELT-DEMOTTE
100-2.21-00275	LYNN DAUGHERTY	OPERATING FUND/CLEANING & SANIT	25.70 7950	OFFICE,PHONE,MEETINGS
100-2.21-00280	FASE'S	OPERATING FUND/CLEANING & SANIT	13.50 7954	VACUUM BAGS-RENSSELA
100-2.21-00297	R W POOL CO., INC.	OPERATING FUND/CLEANING & SANIT	73.39 8001	SUP.-REN-\$33.76;SUP.
100-2.21-00309	TYSEN'S COUNTRY GROCERY, I	OPERATING FUND/CLEANING & SANIT	11.58 8011	JANITORIAL SUPPLIES-I
100-2.21-00311	WALLMANNS FOODS	OPERATING FUND/CLEANING & SANIT	32.46 8013	RENS. AND WHTFLD.
100-2.21-00315	CHERYL A. WITTY	OPERATING FUND/CLEANING & SANIT	4.89 8015	PETTY CASH-DEMOTTE
	TOTAL= 185.26			
100-2.31-00313	CHERYL A. WITTY	OPERATING FUND/BUILDING MATERIA	11.91 8014	PETTY CASH-RENSSELAER
	TOTAL= 11.91			
100-2.41-00258	AMERICAN LIBRARY ASSOCIATI	OPERATING FUND/LIBRARY SUPPLIES	56.63 7935	LIBRARY SUP.-CR & AD
100-2.41-00267	BEN FRANKLIN	OPERATING FUND/LIBRARY SUPPLIES	9.44 7942	CRAFT SUPPLIES AT DE
100-2.41-00269	BRODART CO.	OPERATING FUND/LIBRARY SUPPLIES	81.78 7944	SYSDAC TAPE
100-2.41-00273	CHILDREN'S BOOK COUNCIL	OPERATING FUND/LIBRARY SUPPLIES	34.50 7948	BOOKMARKS & MOBILE-DI
100-2.41-00284	HARVEY'S	OPERATING FUND/LIBRARY SUPPLIES	10.08 7958	CRAFT SUPPLIES-WHEAT
100-2.41-00310	UNITED SUPPLY CO. INC.	OPERATING FUND/LIBRARY SUPPLIES	107.72 8012	SUPPLIES-DEM,WHE,REN
100-2.41-00313	CHERYL A. WITTY	OPERATING FUND/LIBRARY SUPPLIES	1.60 8014	PETTY CASH-RENSSELAER
100-2.41-00316	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	67.05 8016	OTHER SUPPLIES
100-2.41-00316	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	14.25 8016	OTHER SUPPLIES
100-2.41-00319	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	-67.05 COR. ENTR	CORRECT VOUCHER #0031
100-2.41-00319	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	-14.25 COR. ENTR	CORRECT VOUCHER #0031
100-2.41-00320	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	83.80 8016	LIBRARY SUPPLIES
	TOTAL= 385.55			
100-3.13-00305	SECURITY COURIERS, INC.	OPERATING FUND/OTHER PROFESSION	302.50 8007	TRANSPORT
	TOTAL= 302.50			
100-3.21-00254	NORTHWESTERN INDIANA TELEP	OPERATING FUND/TELEPHONE	130.74 7931	DEMOTTE TELEPHONE
100-3.21-00255	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	222.42 7932	RENSSELAER TELEPHONE
100-3.21-00256	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	84.67 7933	WHEATFIELD TELEPHONE
100-3.21-00275	LYNN DAUGHERTY	OPERATING FUND/TELEPHONE	5.45 7950	OFFICE,PHONE,MEETINGS
	TOTAL= 443.28			
100-3.22-00296	POSTMASTER GENERAL	OPERATING FUND/POSTAGE	200.00 7969	STAMPS-POSTAGE
100-3.22-00302	CATHERINE SALYERS	OPERATING FUND/POSTAGE	3.15 8005	INTERVIEW,POSTAGE,MIL
100-3.22-00313	CHERYL A. WITTY	OPERATING FUND/POSTAGE	46.08 8014	PETTY CASH-RENSSELAER
100-3.22-00315	CHERYL A. WITTY	OPERATING FUND/POSTAGE	4.73 8015	PETTY CASH-DEMOTTE
	TOTAL= 253.96			
100-3.23-00268	JULIE BRAY	OPERATING FUND/TRAVELING EXPENS	8.80 7943	MILEAGE
100-3.23-00275	LYNN DAUGHERTY	OPERATING FUND/TRAVELING EXPENS	17.60 7950	OFFICE,PHONE,MEETINGS
100-3.23-00278	CHARLOTTE FAGEN	OPERATING FUND/TRAVELING EXPENS	13.60 7952	MILEAGE
100-3.23-00302	CATHERINE SALYERS	OPERATING FUND/TRAVELING EXPENS	58.40 8005	INTERVIEW,POSTAGE,MILE

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 MAR 89

PAGE 2

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
TOTAL= 98.40				
100-3.24-00271	CAREER TRACK INC.	OPERATING FUND/PROFESSIONAL MEE	48.00 7946	CONFERENCE-MARTIN
100-3.24-00275	LYNN DAUGHERTY	OPERATING FUND/PROFESSIONAL MEE	30.00 7950	OFFICE,PHONE,MEETINGS,BO
TOTAL= 78.00				
100-3.31-00258	AMERICAN LIBRARY ASSOCIATI	OPERATING FUND/ADVERTISING & PU	126.00 7935	LIBRARY SUP.-CR & ADVERT
100-3.31-00270	CAHNERS PUBLISHING COMPANY	OPERATING FUND/ADVERTISING & PU	147.90 7945	ADV. FOR DIRECTOR'S EMPL
100-3.31-00288	INDINAPOLIS NEWSPAPERS INC	OPERATING FUND/ADVERTISING & PU	16.71 7961	NOTICE TO BIDDERS
100-3.31-00290	KANKAKEE VALLEY POST NEWS	OPERATING FUND/ADVERTISING & PU	27.68 7963	BIDS
100-3.31-00291	JOURNAL AND COURIER	OPERATING FUND/ADVERTISING & PU	17.48 7964	BIDS
100-3.31-00295	POST TRIBUNE	OPERATING FUND/ADVERTISING & PU	17.47 7968	NOTICE TO BIDDERS
100-3.31-00299	RENSSELAER REPUBLICAN	OPERATING FUND/ADVERTISING & PU	27.68 8003	BIDS
TOTAL= 380.92				
100-3.51-00252	CITY OF RENSSELAER	OPERATING FUND/GAS	176.98 7929	RENSSELAER UTILITIES
100-3.51-00253	NIPSCO	OPERATING FUND/GAS	189.39 7930	DEMOTTE UTILITIES
100-3.51-00317	NIPSCO	OPERATING FUND/GAS	410.77 7970	GAS & ELECTRIC
TOTAL= 777.14				
100-3.52-00252	CITY OF RENSSELAER	OPERATING FUND/ELECTRICITY	212.56 7929	RENSSELAER UTILITIES
100-3.52-00253	NIPSCO	OPERATING FUND/ELECTRICITY	306.64 7930	DEMOTTE UTILITIES
100-3.52-00317	NIPSCO	OPERATING FUND/ELECTRICITY	377.28 7970	GAS & ELECTRIC
TOTAL= 896.48				
100-3.53-00252	CITY OF RENSSELAER	OPERATING FUND/WATER	10.34 7929	RENSSELAER UTILITIES
100-3.53-00308	CULLIGAN'S	OPERATING FUND/WATER	20.80 8010	BOTTLED WATER
TOTAL= 31.14				
100-3.54-00252	CITY OF RENSSELAER	OPERATING FUND/WASTE DISPOSAL S	13.56 7929	RENSSELAER UTILITIES
TOTAL= 13.56				
100-3.61-00289	FARM BUREAU INC.	OPERATING FUND/BUILDING & STRUC	115.96 7962	BALLASTS-RENSSELAER
100-3.61-00306	STANLEY STEEMER	OPERATING FUND/BUILDING & STRUC	550.20 8006	CARPET CLEANING-WHEATFIE
TOTAL= 666.16				
100-3.62-00279	FASE'S	OPERATING FUND/EQUIPMENT	38.05 7953	VACUUM REPAIR
100-3.62-00307	VAN STRICKLIN	OPERATING FUND/EQUIPMENT	57.73 8009	VCR TAPE REPAIR
TOTAL= 95.78				
100-3.72-00265	BANK ONE	OPERATING FUND/EQUIPMENT	12.00 7940	SAFE DEPOSIT BOX RENTAL
TOTAL= 12.00				
100-3.91-00272	CHAMBER OF COMMERCE	OPERATING FUND/DUES	50.00 7947	ANNUAL DUES
TOTAL= 50.00				
100-3.95-00274	CUSTOM LAWN CARE	OPERATING FUND/LAWN CARE & MAIN	15.00 7949	SNOW REMOVAL-RENSSELAER
100-3.95-00281	BARB FERNANDZ	OPERATING FUND/LAWN CARE & MAIN	15.00 7955	SNOW REMOVAL-DEMOTTE
100-3.95-00283	BRAD HANSEN	OPERATING FUND/LAWN CARE & MAIN	75.00 7957	SNOW REMOVAL
100-3.95-00285	HERITAGE OFFICE PRODUCTS,	OPERATING FUND/LAWN CARE & MAIN	872.00 7959	SER.CONTRACT-R;DAISEY WHE
100-3.95-00294	QOMS DISPOSAL SERVICE INC.	OPERATING FUND/LAWN CARE & MAIN	11.50 7967	TRASH PICK-UP AT DEMOTTE
TOTAL= 988.50				
100-3.97-00302	CATHERINE SALYERS	OPERATING FUND/INTERVIEWING & M	12.50 8005	INTERVIEW,POSTAGE,MILEAGE
TOTAL= 12.50				
100-4.4-00285	HERITAGE OFFICE PRODUCTS,	OPERATING FUND/FURNITURE & EQUI	65.00 7959	SER.CONTRACT-R;DAISEY WHE
100-4.4-00286	HIGHSMITH CO. INC.	OPERATING FUND/FURNITURE & EQUI	108.55 7960	BULLETIN BOARD-RENSSELAER
100-4.4-00292	NATIONAL BUSINESS FURN.CO.	OPERATING FUND/FURNITURE & EQUI	467.95 7965	CABINET-DEMOTTE
100-4.4-00300	QUILL	OPERATING FUND/FURNITURE & EQUI	72.35 8004	OFFICE SUP.&EQUIPMENT

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

13 MAR 89

PAGE 3

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-4.4-00300	QUILL	OPERATING FUND/FURNITURE & EQUI TOTAL= 820.18	106.33 8004	OFFICE SUP.&EQUIPMEN
100-4.51-00259	AUSTIN BOOK SALES	OPERATING FUND/BOOKS	264.99 7936	BOOKS
100-4.51-00260	BAKER & TAYLOR	OPERATING FUND/BOOKS	560.36 7937	BOOKS
100-4.51-00264	BAKER & TAYLOR	OPERATING FUND/BOOKS	1005.59 7939	BOOKS
100-4.51-00275	LYNN DAUGHERTY	OPERATING FUND/BOOKS	41.62 7950	OFFICE,PHONE,MEETING
100-4.51-00276	DAVIDSON TITLES INC.	OPERATING FUND/BOOKS	33.48 7951	BOOKS
100-4.51-00293	NATIONAL WILDLIFE FEDERATI	OPERATING FUND/BOOKS	78.25 7966	BOOKS
100-4.51-00303	SCARECROW PRESS	OPERATING FUND/BOOKS TOTAL= 2011.29	27.00 8006	BOOK
100-4.52-00298	RENSSELAER REPUBLICAN	OPERATING FUND/PERIODICALS & NE TOTAL= 46.00	46.00 8002	NEWSPAPER-DEMOTTE
100-4.53-00282	GRUNKO FILMS INC.	OPERATING FUND/NONPRINTED MATER TOTAL= 93.85	93.85 7956	VHS TAPES
100-4.61-00264	BAKER & TAYLOR	OPERATING FUND/BOOKS ENCUMBERED TOTAL= 308.04	308.04 7939	BOOKS
100-6.2-00246	INDIANA FEDERAL	OPERATING FUND/PURCHASE OF INVE	100000.00 7924	PURCHASE CD
100-6.2-00249	INDIANA FEDERAL	OPERATING FUND/PURCHASE OF INVE	-50000.00 COR. ENTR	CORRECTION OF VOUCHER
100-6.2-00250	INDIANA FEDERAL	OPERATING FUND/PURCHASE OF INVE TOTAL= .00	-50000.00 COR. ENTR	CORRECTION OF VOUCHER
110.01-4.51-00264	BAKER & TAYLOR	DEMOTTE GIFT FUND/BOOKS TOTAL= 29.25	29.25 7939	BOOKS
110.03-3.13-00245	RON MC ATEE	WHEATFIELD GIFT FUND/OTHER PROF TOTAL= 200.00	200.00 7923	COMPUTER PROGRAM AT W
110.03-4.51-00261	BAKER & TAYLOR	WHEATFIELD GIFT FUND/BOOKS TOTAL= 27.04	27.04 7938	BOOKS
120.02-6.2-00251	INDIANA FEDERAL	WHEATFIELD BOND AND INTEREST/PU TOTAL= 50000.00	50000.00 7924	PURCHASE \$100000.00 C
130-6.2-00251	INDIANA FEDERAL	LIRF FUND/PURCHASE OF INVESTMEN TOTAL= 50000.00	50000.00 7924	PURCHASE \$100000.00 C
140.01-6.3-00247	BANK ONE	OPERATING FUND INVESTMENTS/OTHE TOTAL= 30000.00	30000.00 ADJ. ENTR	\$30000.00 CD MATURED
160-2.41-00316	UPSTART	RECIPROCAL BORROWING FUND/LIBRA	159.50 8016	OTHER SUPPLIES
160-2.41-00319	UPSTART	RECIPROCAL BORROWING FUND/LIBRA	-159.50 COR. ENTR	CORRECT VOUCHER #0031
160-2.41-00320	UPSTART	RECIPROCAL BORROWING FUND/LIBRA TOTAL= 157.00	157.00 8016	LIBRARY SUPPLIES
		--TOTAL AMOUNT OF CLAIMS--	139826.15	

REGISTER OF RECEIPTS
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
10 MAR 89

PAGE 1

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
15 FEB 89	5054	BANK ONE	361.2 OPERATING FUND/CERT OF DEPOSIT	975.00	INTEREST ON 30,000.00 C
15 FEB 89	5055	BANK ONE	399 OPERATING FUND/OTHER	30000.00	CD #013829 MATURED
13 FEB 89	5056	YOKOVICH	364.1 WHEATFIELD GIFT FUND/DONATIONS	20.00	UNDESIGNAGED GIFT
15 FEB 89	5057	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	86.70	DEMOTTE FINES
15 FEB 89	5058	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	70.70	DEMOTTE PHOTOCOPIES
15 FEB 89	5059	MISC. INCOME	341.3 OPERATING FUND/CARDS	1.00	DEMOTTE CARDS
17 FEB 89	5060	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	69.25	WHEATFIELD FINES
17 FEB 89	5061	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	23.15	WHEATFIELD PHOTOCOPIES
21 FEB 89	5062	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	105.16	RENSSELAER FINES
21 FEB 89	5063	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	60.10	RENSSELAER PHOTOCOPIES
21 FEB 89	5064	MISC. INCOME	342.3 OPERATING FUND/CARDS	10.00	RENSSELAER CARDS
22 FEB 89	5065	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	45.50	DEMOTTE FINES
22 FEB 89	5066	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	62.60	DEMOTTE PHOTOCOPIES
22 FEB 89	5067	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
22 FEB 89	5068	DEMOTTE FRIENDS OF THE LIBRAR	364.1 DEMOTTE GIFT FUND/DONATIONS	200.00	PRIZES FOR MEDIA MINDS
ST					
28 FEB 89	5069	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	172.26	RENSSELAER FINES
28 FEB 89	5070	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	53.70	RENSSELAER PHOTOCOPIES
28 FEB 89	5071	MISC. INCOME	342.3 OPERATING FUND/CARDS	11.00	RENSSELAER CARDS
28 FEB 89	5072	AUDITOR OF STATE OF INDIANA	399 RECIPROCAL BORROWING FUND/OTHER	157.00	USE OF RECIPROCAL BORRO
NE					
28 FEB 89	5073	BANK ONE	361.2 OPERATING FUND/CERT OF DEPOSIT	3900.00	6 MO INTEREST ON 100,00
CD					
01 MAR 89	5074	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	86.40	DEMOTTE FINES
01 MAR 89	5075	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	77.15	DEMOTTE PHOTOCOPIES
01 MAR 89	5076	MISC. INCOME	341.3 OPERATING FUND/CARDS	10.00	DEMOTTE CARDS
01 MAR 89	5077	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	86.98	WHEATFIELD FINES
01 MAR 89	5078	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	47.30	WHEATFIELD PHOTOCOPIES
01 MAR 89	5079	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.50	WHEATFIELD CARDS
27 FEB 89	5080	BANK ONE	399 LIRF INVESTMENTS/OTHER	50000.00	PURCHASE OF \$100000.00
27 FEB 89	5081	BANK ONE	399 WHEATFIELD BOND AND INTEREST/OTHER	50000.00	PURCHASE OF \$100000.00
--TOTAL AMOUNT OF RECEIPTS--				136332.95	

APRIL

AGENDA.....April 10, 1989

1. Opening Bids on Rensselaer Building Maintenance Project
2. Minutes
3. Bills/Financial Statement
 - 3.1 Bills/Payroll
 - 3.2 Financial Statement
 - 3.3 Transfer of Funds
4. New Director
5. Frank Wright Reappointment
6. Signing of Employee Bonds
7. Acting Director's Report
8. DeMotte Business
9. Rensselaer Business
10. Wheatfield Business

BIDS -- April 10, 1989

Rensselaer Public Library Building Exterior Rehabilitation

[illegible]

MINUTES.....March 13, 1989

The Jasper County Public Library Board of Trustees met in executive session at 6 PM, Monday, March 13, to interview candidates for the Director's position and to discuss personnel matters. Present were Wil Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Barbara Leestma, Frank Wright and Marge Hohner.

The regular monthly Board meeting began at 8:45 PM. Present were W. Doty, B. Souza, M.L. Casey, M. Lawyer, B. Leestma, and M. Hohner.

MEETING ROOM USE: The Board met with a representative from Grace Bible Church and voted to allow the church to meet in the Wheatfield meeting room on Sunday mornings for an additional six months, on a motion by Miriam Lawyer, seconded by Marge Hohner. The Board also expressed agreement with action taken by the Wheatfield Library staff in allowing a class reunion to be held in the Wheatfield meeting room.

MINUTES: Minutes were approved on a motion by Miriam Lawyer, seconded by Marge Hohner.

BILLS/FINANCIAL STATEMENT: On a motion by Mary Linda Casey, seconded by Miriam Lawyer, the board unanimously approved the bills and financial statements. On a motion by Bob Souza, seconded by Mary Linda Casey, the board unanimously approved the payroll.

SALARY SCHEDULE CHANGES: On a motion by Bob Souza, seconded by Mary Linda Casey, the board unanimously approved the 1989 Salary Schedule changes as presented. It was noted that Cheryl Witty would be paid for the extra hours she is working, up to 40 hours per week and would receive added compensation after the new director arrives.

DEPOSITORY ACCOUNTS: On a motion by Miriam Lawyer, seconded by Barbara Leestma, the board chose the following accounts for the Designation of Depositories: Indiana Federal, Prestige Plus Savings Account; Lafayette National, Tranzact Checking Account; First of America, Money Market Checking Account; and DeMotte State Bank, Money Market Checking Account.

The PUBLIC LIBRARY APPLICATION FOR STATE FUNDS for 1989 was signed by all board members present.

STANDING COMMITTEES: The following standing committees were appointed for 1989: Bylaws and Policy Revision Committee, Bob Souza and Marge Hohner; Budget Committee, Wil Doty and Miriam Lawyer; and Director's Evaluation Committee, Barbara Leestma and Mary Linda Casey. The Director's Evaluation Committee was directed by the president to prepare an evaluation of the past director to be put in her file for future reference.

LOCK BOX: The board directed that Bob Souza's name be placed on the lock box at Bank One, Rensselaer.

FAGEN ADVANTAGE: On a motion by Bob Souza, seconded by Barbara Leestma, the board unanimously agreed to provide the Fagen Advantage cards to the

employees of the library. Lynn Daugherty, Acting Director, was asked to find out if these cards are also available to board members.

NILBA MEETING: The following persons will attend the NILBA meeting at LaPorte, IN, on March 29: B. Leestma, M. Lawyer, M. Hohner, W. Doty, and L. Daugherty.

BOOKKEEPING: The Board directed Lynn Daugherty to inform the bookkeeper that the books for 1988 are to be completed and in the director's office by April 7, 1989.

The meeting was adjourned by consensus at 10:08 pm.

March Minutes as amended at April 10 meeting

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The Jasper County Public Library Board of Trustees met in executive session at 6 PM, Monday, March 13, to interview candidates for the Director's position and to discuss personnel matters. Present were Wil Doty, Bob Souza, Mary Linda Casey, Miriam Lawyer, Barbara Leestma, Frank Wright and Marge Hohner.

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10 APR 89

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
B048	00389	CITY OF RENSSELAER	419.43	10 APR 89	RENSSELAER UTILITIES	
B049	00390	NIPSCO	407.08	10 APR 89	DEMOTTE UTILITIES	
B050	00391	NORTHWESTERN INDIANA TELEPHO	153.78	10 APR 89	DEMOTTE TELEPHONE	
B051	00392	A.E. BOYCE CO., INC.	129.31	10 APR 89	CHECKS	
B052	00393	ACE HARDWARE	83.02	10 APR 89	JANITORIAL SUP.-W & REPAIR S	
B053	00394	AMERICAN LIBRARY ASSOCIATION	167.86	10 APR 89	LIBRARY SUPPLIES & ADVERTISE	
B054	00395	APOLLO ENGINEERING, INC.	174.57	10 APR 89	LIGHT BULBS-RENSSELAER	
B055	00396	ASSOCIATED LIBRARIES, INC.	1638.06	10 APR 89	BOOKS	
B056	00397	BAKER & TAYLOR	55.69	10 APR 89	BOOKS	
B057	00398	BAKER & TAYLOR	4317.36	10 APR 89	BOOKS	
B058	00399	BANKERS ADVERTISING CO.	145.36	10 APR 89	SUMMER READING SUP.-D,R,W	
B059	00400	BEN FRANKLIN	81.68	10 APR 89	DECORATIONS-W & PICTURES & F	
B060	00401	JULIE BRAY	22.00	10 APR 89	MILEAGE	
B061	00402	THE CHILDREN'S MUSEUM	34.56	10 APR 89	SUMMER READING DISPLAY-R,D,W	
B062	00403	CHILDRENS PRESS	197.80	10 APR 89	BOOKS	
B063	00404	CONSOLIDATED INSURANCE AGENC	350.00	10 APR 89	BOILER POLICY & BOND-LANGLOI	
B064	00405	DEMCO	464.34	10 APR 89	PROCESSING SUP. & LIBRARY SU	
B065	00406	DAVID DEVRIES	135.00	10 APR 89	BUILDING MAINTENANCE-D	
B066	00407	LYNN DAUGHERTY	70.79	10 APR 89	MILEAGE & PHONE CALLS	
B067	00408	EBSCO SUBSCRIPTION SERVICES	1774.95	10 APR 89	MAGAZINE SUBSCRIPTIONS	
B068	00409	FACTS ON FILE, INC.	445.00	10 APR 89	SUBSCRIPTION-DEMOTTE	
B069	00410	FAS-TRACK COMPUTER PRODUCTS	930.29	10 APR 89	SOFTWARE	
B070	00411	BARB FERNANDZ	20.00	10 APR 89	SNOW REMOVAL-DEMOTTE	
B071	00412	FOREST PRESS	410.00	10 APR 89	BOOKS	
B072	00413	GALE RESEARCH INC.	70.35	10 APR 89	BOOKS	
B073	00414	GAYLORD BROS.	432.84	10 APR 89	COMPUTER WORK STATION-RENSSE	
B074	00415	GREAT WESTERN SUPPLY	199.67	10 APR 89	JR. LEGAL PADS & FILAMENT TA	
B075	00416	GROLIER EDUCATIONAL CORP.	539.19	10 APR 89	BOOKS	
B076	00417	HARVEY'S	2.34	10 APR 89	CRAFT SUPPLIES-CR	
B077	00418	HERITAGE OFFICE PRODUCTS, IN	14.41	10 APR 89	OFFICE SUPPLIES	
B078	00419	HIGHSMITH CO. INC.	682.74	10 APR 89	MEDIA BAGS, CONTACT, DESK-DE	
B079	00420	HOKK'S	4.12	10 APR 89	LIGHT BULBS-DEMOTTE	
B080	00421	HUDSON'S DECORATING	41.35	10 APR 89	FRAMING OF SPACE SHUTTLE POS	
B081	00422	INDIANA HISTORICAL SOCIETY	15.00	10 APR 89	DUES-1989	
B082	00423	INDIANA REVIEW	20.00	10 APR 89	SUBSCRIPTION-RENSSELAER	
B083	00424	JACOBSENS	55.00	10 APR 89	TYPEWRITER RIBBONS-DEMOTTE	
B084	00425	KAPER'S BUILDING MATERIAL, I	17.69	10 APR 89	REPAIR SUPPLIES-DEMOTTE	
B085	00426	MACMILLAN PUBLISHING CO.	553.00	10 APR 89	BOOKS	
B086	00427	MURPHY LIBRARY AND SCHOOL SP	27.03	10 APR 89	CERTIFICATES FOR MEDIA MINDS	
B087	00428	NATIONAL CAREER WORKSHOPS	47.00	10 APR 89	CONFERENCE-BRAY	
B088	00429	NATIONAL GEOGRAPHIC SOCIETY	10.35	10 APR 89	BOOKS	
B089	00430	ODMS DISPOSAL SERVICE INC.	11.50	10 APR 89	TRASH PICK-UP-DEMOTTE	
B090	00431	POSTMASTER GENERAL	90.00	10 APR 89	POSTAGE	
B091	00432	PERMA-BOUND	91.74	10 APR 89	BOOKS	
B092	00433	QUALITY BOOKS INC.	307.30	10 APR 89	BOOKS & VIDEOS	
B093	00434	R.R. BOWKER	332.75	10 APR 89	BOOKS	
B094	00435	R W POOL CO., INC.	36.03	10 APR 89	JANITORIAL SUP.-DEMOTTE	
B095	00436	SIMON & SCHUSTER SCHOOL GROU	18.09	10 APR 89	BOOKS	
B096	00437	STANDARD & POOR'S CORP.	475.00	10 APR 89	BOOKS	
B097	00438	VAN STRICKLIN	10.00	10 APR 89	REPAIR VIDEOCASSETTE	
B098	00439	JILL TACHTIRIS	48.00	10 APR 89	MILEAGE TO CONFERENCE	
B099	00440	TEETERS CULLIGAN	103.70	10 APR 89	INSTALL WHEAT & 1 MD. RENT R	
B100	00441	TOWN & COUNTRY MUTUAL INS. C	4242.00	10 APR 89	BUILDING INSURANCE	
B101	00442	WALLMANN'S	15.83	10 APR 89	JANITORIAL SUP.-RENSSELAER	
B102	00443	CHERYL A. WITTY	28.00	10 APR 89	MILEAGE	
B103	00444	CHERYL A. WITTY	27.50	10 APR 89	PETTY CASE REIMBURSEMENT-WHE	
B104	00445	DUN'S MARKETING SERVICES	1097.50	10 APR 89	LEASE OF MILLION DOLLAR SERI	
B105	00446	SECURITY COURIERS, INC.	385.00	10 APR 89	TRANSPORT	
B106	00447	UNITED TELEPHONE COMPANY	270.47	10 APR 89	RENSSELAER TELEPHONE	

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

RENSSELAER

DEMOTTE

WHEATFIELD

INTERLIBRARY LOANS

Requests	41	76	18
Received	34	59	14
Outstanding	7	17	4

INTRALIBRARY LOANS

Filled	65	27	62
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REGISTRATION

Borrowers added			
Resident	75	47	44
Non-resident			
fee	7		
Expired cards	103		
Total Registered	11577		

REFERENCE QUESTIONS

Telephone			
Directional	26	18	51
Reference	180	102	63
In-person			
Directional	15	9	85
Reference	104	302	118
Total	325	431	317

LOCAL HISTORY

In person	8
Microfilms used	2
Letters	2

[illegible]

AGENDA.....May 8, 1989

1. Call to Order
2. Introduction of Wheatfield Branch Librarian
3. Minutes
4. Bills/Financial Statements
 - 4.1 Bills/Payroll
 - 4.2 Financial Statement
5. Director's Report
 - 5.1 NIALSA Appointment
 - 5.2 Notary Bond
 - 5.3 DeMotte Business
 - 5.4 Rensselaer Business
 - 5.5 Wheatfield Business
6. Unfinished Business
 - 6.1 Rensselaer School Board Appointment
 - 6.2 Conferences and Workshops
 - 6.21 Budget Clinic -- June 8th
 - 6.22 Trustee Workshop -- June 3rd
 - 6.23 ALA Conference -- June 23rd - 27th
7. New Business
8. Miscellaneous Business
9. Adjournment

Jasper County Public Library Board Meeting Minutes
April 10, 1989, 7:00 PM

IN ATTENDANCE: Marge Hohner, Wil Doty, Frank Wright, Barbara Leestma, Mary Linda Casey, Bob Souza.

PUBLIC LIBRARY BUILDING EXTERIOR REHABILITATION PROJECT: The first item of business was the opening of a bid of \$38,600 submitted by Simon Construction of Battleground, Indiana, for the Rehabilitation Project. Bob Souza moved to accept the bid. The motion died for lack of a second and the Board decided to take the bid under advisement. The acting director was instructed to determine whether this project falls under the Davis-Bacon prevailing wage limit provisions.

MINUTES: Minutes of the March 13 meeting were amended so that the DEPOSITORY ACCOUNTS paragraph will read as follows: "On a motion by Miriam Lawyer, seconded by Barbara Leestma, the board chose to open the following accounts in their designated depositories: Bank One, a money market checking account; Indiana Federal, a passbook savings account; Lafayette National, First of America and DeMotte State Banks, money market savings account."

On a motion made by M.L. Casey, seconded by B. Leestma, the minutes were approved as amended.

BILLS, PAYROLL AND FINANCIAL STATEMENT: The bills, payroll and financial statement were approved on a motion by M.L. Casey, seconded by F. Wright.

TRANSFER OF FUNDS: A resolution was offered by F. Wright, seconded by B. Souza, to borrow \$20,000 from the Library Improvement Reserve Fund (LIRF) to pay operating fund expenses, the money to be returned to LIRF in May when money from the property tax replacement and certified shares monies is received. The resolution was passed unanimously.

NEW DIRECTOR: A motion was made by B. Souza, seconded by B. Leestma, to hire Danny Gunnells as Library Director, at a salary of \$33,500, according to the terms negotiated by D. Gunnells and the Board. The motion passed unanimously.

BOARD APPOINTMENT: Since F. Wright's term as board member will expire May 9, and he does not wish to be reappointed, the acting director was instructed to notify the Rensselaer School Board of the impending board vacancy.

EMPLOYEE/OFFICER BONDS: A motion to approve bonding for Miriam Lawyer, Board Treasurer, and Jennifer Langlois, Wheatfield Branch Librarian, was made by B. Souza, seconded by F. Wright, and passed unanimously.

BOOKKEEPING: The Acting Director was instructed to talk with Martha Daugherty, bookkeeper, about the bookkeeping problems which have recently been noted and to satisfactorily resolve the situation.

MEETINGS: Note was made of the June 8 Budget Clinic, the April 17 dinner meeting for trustees in Hammond, the Trustee Workshop on Saturday, June 3, the ILA/ILTA Annual Conference and the June 24-29 ALA Conference in Dallas. Board members were asked to notify the office as soon as possible if they are interested in attending any of these.

WHEATFIELD OPEN HOUSE: Marge Hohner announced that the Wheatfield Friends of the Library is planning an Open House on Friday, May 5, to introduce new branch librarian, Jennifer Langlois, to the Wheatfield community.

ADJOURNMENT: The meeting adjourned by consensus at 9:15 PM.

{-----BANK BALANCES-----}

DATE {08 MAY 89}

A1 {BANK ONE CHECKING	}	B1 {	112883.24}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	1523.94}
A5 {DEMOTTE STATE BANK	}	B5 {	942.56}
A6 {INDIANA FEDERAL	}	B6 {	9376.36}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	3985.44}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	328711.54}

194,586.66
164,567.09
30,019.57

FINANCIAL REPORT BY FUND
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	4212.95	144811.17	202008.00	49887.66	194586.66	99136.46
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2127.70	-227.75	2874.90	.00	3278.72	1899.95
110.02	RENSSELAER GIFT FUND	976.43	-584.19	743.07	.00	1351.31	392.24
110.03	WHEATFIELD GIFT FUND	664.88	418.81	1447.69	.00	1285.82	1083.69
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	3484.63	858.75	4343.38	.00	3425.14	4343.38
120.02	WHEATFIELD BOND AND INTEREST	4419.06	11918.75	16337.81	.00	53785.37	16337.81
130	LIRF FUND	25345.08	18.51	25363.59	20001.35	94501.35	5362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	.00	30.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	.00	60.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	.00	30.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CD TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	106.95	.00	.00	71.18	44.72	35.77
-TOTAL ALL FUNDS-		241337.68	157334.05	353395.44	69960.19	382416.09	328711.54

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
08 MAY 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	.00	3117.50	26882.50
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	18307.36	68127.15	137372.85
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	582.96	2397.64	7802.36
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1531.80	6935.17	11564.83
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	273.54	434.29	1415.71
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	280.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	.00	2000.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	383.32	512.63	237.37
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	106.99	952.66	2347.34
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	599.24	1468.42	2281.58
2.22	FUEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	13.98	113.36	636.64
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	.00	300.00
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	1427.43	3012.92	3987.08
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	286.37	541.49	2958.51
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	.00	1430.00	1570.00
3.21	TELEPHONE	6500.00	.00	6500.00	446.42	2256.70	4243.30
3.22	POSTAGE	2500.00	.00	2500.00	151.51	792.47	1707.53
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	140.80	573.20	3426.80
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	496.00	1498.50	4501.50
3.25	FREIGHT	150.00	.00	150.00	.00	.00	150.00
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	907.72	-507.72
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	450.00	150.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4492.00	2508.00
3.51	GAS	6000.00	.00	6000.00	327.67	3231.40	2768.60
3.52	ELECTRICITY	15000.00	.00	15000.00	754.32	4103.51	10896.49
3.53	WATER	500.00	.00	500.00	6.23	68.39	431.61
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	13.06	67.30	332.70
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	317.52	1585.03	2914.97
3.62	EQUIPMENT	1000.00	.00	1000.00	.00	173.28	826.72
3.72	EQUIPMENT	400.00	.00	400.00	14.95	1378.05	-978.05
3.91	DUES	750.00	.00	750.00	.00	125.00	625.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	341.50	2202.50	5297.50
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	204.08	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	1032.70	3464.37	16535.63
4.51	BOOKS	95000.00	.00	95000.00	4334.74	15535.18	79464.82
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	575.80	10813.67	4186.33
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	1438.23	2028.64	13571.36
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	559.00	8871.92	5934.00
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	.00	1600.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	34947.52	164567.09	426295.15

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 08 MAY 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000001	0485	JULIE BRAY	555.07	28 APR 89	PAYROLL
000002	0495	GLENDA BROWN	365.60	28 APR 89	PAYROLL
000003	0508	LYNN DAUGHERTY	897.87	28 APR 89	PAYROLL
000004	0507	MARTHA L. DAUGHERTY	113.63	28 APR 89	PAYROLL
000005	0496	COLLEEN DONNELLY	53.42	28 APR 89	PAYROLL
000006	0492	MARY DUGGLEBY	335.45	28 APR 89	PAYROLL
000007	0486	CHARLOTTE FAGEN	428.40	28 APR 89	PAYROLL
000008	0497	HEIRONIMUS, CHERYL	75.61	28 APR 89	PAYROLL
000009	0498	ROSE HOWARD	182.56	28 APR 89	PAYROLL
000010	0499	MAIA KINGMAN	68.11	28 APR 89	PAYROLL
000011	0500	DIANA KODY	66.95	28 APR 89	PAYROLL
000012	0490	JOAN KOPANDA	263.60	28 APR 89	PAYROLL
000013	0509	JENNIFER LANGLOIS	672.04	28 APR 89	PAYROLL
000014	0501	LISA LINTNER	43.63	28 APR 89	PAYROLL
000015	00484	MARY K. MARTIN	593.66	28 APR 89	PAYROLL
000016	0502	RYAN MORELAND	73.01	28 APR 89	PAYROLL
000017	0493	KATHLEEN PADGITT	340.12	28 APR 89	PAYROLL
000018	0494	BONNIE POWELL	262.68	28 APR 89	PAYROLL
000019	0503	ALISA RUDE	75.46	28 APR 89	PAYROLL
000020	0487	SHARON SCHULENBERG	395.48	28 APR 89	PAYROLL
000021	0504	EILEEN SPURGEON	127.64	28 APR 89	PAYROLL
000022	0488	JILL TACHTIRIS	318.81	28 APR 89	PAYROLL
000023	0505	ELIZABETH THONE	79.57	28 APR 89	PAYROLL
000024	0491	DIANE WIERS	311.44	28 APR 89	PAYROLL
000025	0489	CHERYL WITTY	540.94	28 APR 89	PAYROLL
000026	0506	DANIEL L. WITTY	47.34	28 APR 89	PAYROLL
008113	0456	JULIE BRAY	516.69	14 APR 89	PAYROLL
008114	0466	GLENDA BROWN	365.60	14 APR 89	PAYROLL
008115	0478	LYNN DAUGHERTY	897.87	14 APR 89	PAYROLL
008116	0467	COLLEEN DONNELLY	80.34	14 APR 89	PAYROLL
008117	0463	MARY DUGGLEBY	335.45	14 APR 89	PAYROLL
008118	0457	CHARLOTTE FAGEN	428.40	14 APR 89	PAYROLL
008119	0468	HEIRONIMUS, CHERYL	40.20	14 APR 89	PAYROLL
008120	0469	ROSE HOWARD	198.84	14 APR 89	PAYROLL
008121	0470	MAIA KINGMAN	90.15	14 APR 89	PAYROLL
008122	0471	DIANA KODY	100.42	14 APR 89	PAYROLL
008123	0461	JOAN KOPANDA	263.60	14 APR 89	PAYROLL
008124	0479	JENNIFER LANGLOIS	672.04	14 APR 89	PAYROLL
008125	0472	LISA LINTNER	43.63	14 APR 89	PAYROLL
008126	00455	MARY K. MARTIN	631.37	14 APR 89	PAYROLL
008127	0473	RYAN MORELAND	73.01	14 APR 89	PAYROLL
008128	0464	KATHLEEN PADGITT	340.12	14 APR 89	PAYROLL
008129	0465	BONNIE POWELL	262.68	14 APR 89	PAYROLL
008130	0474	ALISA RUDE	70.56	14 APR 89	PAYROLL
008131	0458	SHARON SCHULENBERG	395.48	14 APR 89	PAYROLL
008132	0475	EILEEN SPURGEON	73.99	14 APR 89	PAYROLL
008133	0459	JILL TACHTIRIS	318.81	14 APR 89	PAYROLL
008134	0476	ELIZABETH THONE	86.61	14 APR 89	PAYROLL

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008135	0462	DIANE WIERS	311.44	14 APR 89	PAYROLL
008136	0460	CHERYL WITTY	540.94	14 APR 89	PAYROLL
008137	0477	DANIEL L. WITTY	59.68	14 APR 89	PAYROLL
008138	0480	INDIANA DEFERRED COMPENSATIO	115.00	14 APR 89	PAYROLL - APRIL 15, 1989
008251	00483	CITY OF RENSSELAER	320.68	08 MAY 89	RENSSELAER UTILITIES
008252	00512	INDIANA DEFERRED COMPENSATIO	115.00	28 APR 89	INDIANA DEF. PAID
008253	00513	NATIONAL BOND & TRUST COMPAN	36.33	28 APR 89	BONDS PAID
008254	00514	BANK ONE	2434.13	28 APR 89	APR 28TH, 89 DEPOSITORY RECEI
008255	00515	INDIANA DEPARTMENT OF REVENUE	772.51	28 APR 89	STATE 596.94, COUNTY 175.57
008256	00516	INTERNAL REVENUE SERVICE CEN	75.46	28 APR 89	BALANCE OF FICA TAX
008257	00520	NORTHWESTERN INDIANA TELEPHO	128.22	08 MAY 89	DEMOTTE TELEPHONE
008258	00521	NIPSCO	352.75	08 MAY 89	DEMOTTE UTILITIES
008259	00522	A.E. BOYCE CO., INC.	378.77	08 MAY 89	COMPUTER CHECKS
008260	00523	AMERICAN GUIDANCE SERVICE IN	57.51	08 MAY 89	BOOKFINDER VOLUME SET
008261	00524	APOLLO ENGINEERING, INC.	447.72	08 MAY 89	FLORESCENT LIGHTS-DEM. & REN
008262	00525	BAKER & TAYLOR	185.55	08 MAY 89	BOOKS
008263	00526	BAKER & TAYLOR	1506.76	08 MAY 89	BOOKS, & SUBS.
008264	00527	BRODART CO.	1245.80	08 MAY 89	SYSDAC TAPE & CARDS
008265	00528	SOFTWARE-DIRECT DIVISION	10.00	08 MAY 89	SOFTWARE FOR DEMOTTE
008266	00529	CENTRAL STATES SALES CORPORA	30.00	08 MAY 89	PROJECTION BULBS & SHIPPING
008267	00530	COAST TO COAST	133.97	08 MAY 89	LAWN MOWER & TOILET SEAT FOR
008268	00533	DAVIDSON TITLES INC.	13.12	08 MAY 89	BOOKS
008269	00534	DEMCO	88.81	08 MAY 89	BOOKS AND EQUIPMENT
008270	00536	DAVID DEVRIES	50.00	08 MAY 89	WINDOW WASHING
008271	00539		.00	08 MAY 89	
008272	00540	DEYOUNG PLUMB, HTG, & AIR CO	190.85	08 MAY 89	REPAIR AT WHEATFIELD
008273	00541	DYKE'S ELECTRIC INC.	76.67	08 MAY 89	REPAIR LIGHT SWITCH AT RENSS
008274	00542		.00	08 MAY 89	
008275	00544	LYNN DAUGHERTY	41.80	08 MAY 89	MILEAGE
008276	00545	EDUCATION ALLIANCE	819.00	08 MAY 89	4.4 COMPUTER
008277	00546	EDUCATION RECORD CENTER	126.48	08 MAY 89	NONPRINTED MATERIALS
008278	00547	CHARLOTTE FAGEN	41.60	08 MAY 89	VARIOUS
008279	00548	FASE'S	6.00	08 MAY 89	BELTS FOR RENSSELAER
008280	00550	GAYLORD BROS.	56.25	08 MAY 89	4.4- CORRO-FOLDING-DEMOTTE
008281	00551	FORT WAYNE HILTON	112.00	08 MAY 89	HOTEL RESERVATIONS FOR ILA M
008282	00553		.00	08 MAY 89	
008283	00554	FRANK B. HALL CONSULTING CO.	360.00	08 MAY 89	INSURANCE
008284	00555	H. W. WILSON COMPANY	342.00	08 MAY 89	SUBSCRIPTIONS
008285	00556	HARVEY'S	8.58	08 MAY 89	MASKING TAPE, CRAFT SUPPLIES
008286	00557	HERITAGE OFFICE PRODUCTS, IN	77.01	08 MAY 89	OFFICE SUPPLIES
008287	00558	HOME HEALTH EDUCATION SERVIC	422.50	08 MAY 89	BIBLE STORIES - 10 VOLUMES
008288	00559	HOOK'S	56.91	08 MAY 89	LIBRARY SUPPLIES, NONPRINTED
008289	00560	HOOK'S	30.00	08 MAY 89	SUNDAY PAPERS
008290	00562	INGRAM	1229.91	08 MAY 89	VIDEOCASSETTES
008291	00563	AMERICAN LIBRARY ASSOCIATION	71.00	08 MAY 89	ALA CONFERENCE GUNNELLS
008292	00564	MARY K. MARTIN	33.60	08 MAY 89	MILEAGE
008293	00565	SHIRLEY MARSHALL	10.00	08 MAY 89	2.41 SUMMER READING
008294	00566	MONROE SYSTEMS FOR BUSINESS,	286.37	08 MAY 89	COPIER PAPER

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008295	00567	NATIONAL BUSINESSWOMEN'S LEA	59.00	08 MAY 89	PROFESSIONAL MEETING
008296	00568	OJSERKIS	110.00	08 MAY 89	JANITORIAL SUPPLIES
008297	00569	OOMS DISPOSAL SERVICE INC.	11.50	08 MAY 89	TRASH PICK UP AT DEMOTTE
008298	00570	POSTMASTER GENERAL	110.00	08 MAY 89	POSTAGE
008299	00571	QUALITY BOOKS INC.	2157.61	08 MAY 89	BOOKS AND VHS
008300	00572	QUILL	29.98	08 MAY 89	INTERDEPARTMENT ENVELOPES
008301	00573	SECURITY COURIERS, INC.	330.00	08 MAY 89	TRANSPORT SERVICE
008302	00574	CULLIGAN'S	14.95	08 MAY 89	COBLER RENTAL AT RENSSELAER
008303	00575	WALLMANN'S	31.71	08 MAY 89	JANITORIAL SUPPLIES
008304	00576	CHERYL WITTY	33.80	08 MAY 89	MILEAGE
008305	00577	CHERYL A. WITTY	43.70	08 MAY 89	REIMBURSEMENT
008306	00579	UPSTART	71.99	08 MAY 89	BOOKMARKS AND BOOKBAGS
008307	00580	TROLL ASSOCIATES INC.	49.90	08 MAY 89	SUMMER READING SUPPLIES
008308	00581	SILVER BURDETT PRESS	19.05	08 MAY 89	BOOKS
008309	00582	UNITED TELEPHONE COMPANY	241.91	08 MAY 89	RENS. AND WHEATFIELD
008310	00583	WORLD BOOK, INC.	559.00	08 MAY 89	EMCUM. BOOKS
008311	00584	NIPSCO	427.85	08 MAY 89	UTILITIES
008312	00585	UNITED TELEPHONE COMPANY	76.29	08 MAY 89	TELEPHONE FOR WHEATFIELD
008313	00586	DANNY GUNNELLS	440.08	08 MAY 89	REIMBURSEMENTS
008314	00587	POST TRIBUNE	124.80	08 MAY 89	DEMOTTE NEWSPAPER
008315	00588	NIALSA	24.00	08 MAY 89	BUDGET WORKSHOP
101	0510	JASPER COUNTY PUBLIC LIBRARY	17940.14	10 APR 89	TRANSFER
101	00511	JASPER COUNTY PUBLIC LIBRARY	17000.00	10 APR 89	TRANSFER
8047	00517	INDIANA DEPT. OF EMPLOYMENT	273.54	25 APR 89	1ST QUARTER PAY.PAID
8139	00481	NATIONAL BOND & TRUST COMPAN	36.33	14 APR 89	BONDS PURCHASED - APRIL 15,
8140	00482	BANK ONE	2342.53	14 APR 89	FEDERAL TAXES & FICA - APRIL
8141	00518	NIALSA	12.00	26 APR 19	3.24 PROFESSIONAL MEETING
CK.ORDER	00519		5.90	26 APR 89	CHG.FROM THE BANK FOR CK.ORD

--TOTAL AMOUNT OF CLAIMS-- 69960.19

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 69960.19. Dated 08 MAY 89.

_____	_____
_____	_____
_____	_____
_____	_____

REGISTER OF RECEIPTS
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 1

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
14 APR 89	5160	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	36.45	WHEATFIELD FINES
14 APR 89	5161	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	68.45	WHEATFIELD PHOTOCOPIES
14 APR 89	5162	MISC. PERSONS	364.1 WHEATFIELD GIFT FUND/DONATIONS	220.00	REGISTRATION FOR COMPUTER CL
AS					
14 APR 89	5163	BOERNER \$3.00 & GRACE CH \$25.	364.1 WHEATFIELD GIFT FUND/DONATIONS	28.00	UNDESIGNATED GIFTS
10 APR 89	5164	TRANSFER	393.3 OPERATING FUND/TEMPORARY LOAN FROM	17000.00	
10 APR 89	5165	TRANSFER	399 OPERATING FUND/OTHER	17940.14	3000.00=LIRF 14940.14=OPERA
TI					
26 APR 89	5166	EC of RECEIPT #5025	343.1 OPERATING FUND/FINES AND FEES	- .10	RECEIPT 85.41, INSTEAD OF 85.
51					
26 APR 89	5167	DEMOTTE PETTY CASH FUND	399 DEMOTTE PETTY CASH/OTHER	30.00	TO ESTABLISH FUND FROM APPR
P.					
26 APR 89	5168	RENSSELAER PETTY CASH	399 RENSSELAER PETTY CASH/OTHER	60.00	TO ESTABLISH PETTY CASH-APPR
OP					
26 APR 89	5169	WHTLFD PETTY CASH	399 WHEATFIELD PETTY CASH/OTHER	30.00	TO ESTABLISH PETTY CASH-APPR
OP					
APR 89	5170	FIRST OF AMERICA BANK	361.3 LIRF FUND/HI FI ACCOUNTS	18.51	INTEREST ON CK.ACCT.
APR 89	5171	FIRST OF AMERICA BANK	361.3 OPERATING FUND/HI FI ACCOUNTS	61.98	INTEREST RECEIVED
26 APR 89	5172	BANK ONE OF RENSSELAER	361.1 OPERATING FUND/SUPER NOW ACCOUNT IN	436.26	SUPER NOW INTEREST ACCOUNT
26 APR 89	5173	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	181.20	RENSSELAER FINES
26 APR 89	5174	RENSSELAER COPIES	342.2 OPERATING FUND/PHOTOCOPIES	44.60	RENSSELAER COPIES
26 APR 89	5175	RENSSELAER CARDS	342.3 OPERATING FUND/CARDS	1.80	RENSSELAER CARDS
26 APR 89	5176	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	70.10	DEMOTTE FINES
26 APR 89	5177	DEMOTTE COPIES	341.2 OPERATING FUND/PHOTOCOPIES	97.95	DEMOTTE COPIES
26 APR 89	5178	WHEATFIELD FINES	343.1 OPERATING FUND/FINES AND FEES	72.00	WHEATFIELD FINES
26 APR 89	5179	WHEATFIELD COPIES	343.2 OPERATING FUND/PHOTOCOPIES	48.05	WHEATFIELD COPIES
26 APR 89	5180	WHEATFIELD CARDS	343.3 OPERATING FUND/CARDS	1.00	WHEATFIELD CARDS
26 APR 89	5181	WHEATFIELD GIFT MONEY REC.	343.4 WHEATFIELD GIFT FUND/BOOK SALES	22.00	BOOKSALE MONEY
26 APR 89	5182	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	92.33	DEMOTTE FINES
26 APR 89	5183	DEMOTTE COPIES	341.2 OPERATING FUND/PHOTOCOPIES	58.30	DEMOTTE COPIES
26 APR 89	5184	INTERNAL REVENUE SERVICE	399 OPERATING FUND/OTHER	499.99	REFUND ON OVERPAYMENT OF FIT
26 APR 89	5185	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	9.90	RENSSELAER FINES
26 APR 89	5186	RENSSELAER COPIES	342.2 OPERATING FUND/PHOTOCOPIES	75.80	RENSSELAER COPIES
26 APR 89	5187	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	259.82	RENSSELAER FINES
26 APR 89	5188	RENSSELAER CARDS	342.3 OPERATING FUND/CARDS	1.00	RENSSELAER CARDS
04 APR 89	5189	CORRECT ENDING 12-31-1988 BAL	399 OPERATING FUND/OTHER	26425.39	ADJ. FROM 1988 BOOKS
04 APR 89	5190	TO CORRECT ENDING 12-31-1988	399 WHEATFIELD GIFT FUND/OTHER	144.40	ENDING 12-31.1988 BALANCES
04 APR 89	5191	ENDING 12-31-1988	399 DEMOTTE GIFT FUND/OTHER	858.75	END.CORR.BAL.AS OF 12-31-198
B					
04 APR 89	5192	EC END. BAL. 12-31-1988	399 RENSSELAER GIFT FUND/OTHER	-589.23	TO CORR.BAL END. 12-31-1988
04 APR 89	5193	ECF END. 12-31-1988	399 DEMOTTE GIFT FUND/OTHER	-313.46	TO EC END. 12-31-1988 BALANC
E					
APR 89	5194	TO CORRECT 12-31-1988	399 WHEATFIELD BOND AND INTEREST/OTHER	11918.75	PAY.EC.POSTED TWICE ON BOOKS
APR 89	5195	TO EC REC.#5191	399 DEMOTTE GIFT FUND/OTHER	-858.75	TO EC RECEIPT 5191
04 APR 89	5196	EC 12-31-1988	399 DEMOTTE BOND AND INTEREST/OTHER	858.75	IN 1988 BOOKS-LISTED TWICE
08 MAY 89	5197		OPERATING FUND/	.00	
08 MAY 89	5198	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	111.25	RENSSELAER FINES OF MAY 4TH,
89					
08 MAY 89	5199	RENSSELAER COPIES	342.2 OPERATING FUND/PHOTOCOPIES	70.30	RENS.COPIES OF MAY 4TH,1989
08 MAY 89	5200	AUDITOR OF JASPER COUNTY	343.3 OPERATING FUND/OTHER TAXES	7500.00	PROPERTY TAX REPLACEMENT

S

08 MAY 89	5202	LAPORTE COUNTY PUBLIC LIBRARY	396	OPERATING FUND/REFUNDS	28.00	REFUND FOR NILBA MEETING
08 MAY 89	5203	INDIANA NATIONAL BANK	361.3	OPERATING FUND/HI FI ACCOUNTS	.84	INTEREST ON OPERATING MONEY
08 MAY 89	5204	INDIANA NATIONAL BANK		WHEATFIELD GIFT FUND/HI FI ACCOUNTS	4.41	WHEATFIELD GIFT FUND MONEY
08 MAY 89	5205	INDIANA NATIONAL BANK	361.3	RENSSELAER GIFT FUND/HI FI ACCOUNTS	5.04	RENS.GIFT FUND INTEREST
08 MAY 89	5206	INDIANA NATIONAL BANK	361.3	DEMOTTE GIFT FUND/HI FI ACCOUNTS	10.71	DEMOTTE GIFT FUND MONEY-INTE
08 MAY 89	5207	DEMOTTE FINES	341.1	OPERATING FUND/FINES AND FEES	11.45	DEMOTTE FINES

REGISTER OF RECEIPTS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 08 MAY 89

PAGE 2

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation	
01 MAY 89	5208	DEMOTTE COPIES	341.2 OPERATING FUND/PHOTOCOPIES	16.85	DEMOTTE COPIES	
01 MAY 89	5209	DEMOTTE CARDS	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS	
01 MAY 89	5210	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	55.80	DEMOTTE FINES	
01 MAY 89	5211	DEMOTTE COPIES	341.2 OPERATING FUND/PHOTOCOPIES	40.25	DEMOTTE COPIES	
01 MAY 89	5212	WHEATFIELD FINES	343.1 OPERATING FUND/FINES AND FEES	45.07	WHTFLD FINES-DEP.OF 4-28-198	
9. 01 MAY 89	5213	WHEATFIELD COPIES	343.2 OPERATING FUND/PHOTOCOPIES	35.25	WHTFLD.COPIES-DEP.OF 4-28-19	
89	01 MAY 89	5214	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	59.50	DEMOTTE FINES DEP.OF 4-24-19
89	01 MAY 89	5215	DEMOTTE COPIES	341.2 OPERATING FUND/PHOTOCOPIES	79.70	DEMOTTE COPIES-DEP.OF 4-24-1
98	01 MAY 89	5216	M. STONE	364.1 DEMOTTE GIFT FUND/DONATIONS	75.00	DEMOTTE GIFT FUND
--TOTAL AMOUNT OF RECEIPTS--				157334.05		

DISBURSMENT REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET

PAGE 1

RENSSELAER, IN 47978

08 MAY 89

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
100--00539		OPERATING FUND/BOOKS	.00	008271	
100--00542		OPERATING FUND/BUILDING & STRUC	.00	008274	
100--00553		OPERATING FUND/PROFESSIONAL MEE	.00	008282	
		TOTAL=			
100-1.12-00455	MARY K. MARTIN	OPERATING FUND/SALARY OF ASSIST	875.00	008126	PAYROLL
100-1.12-00484	MARY K. MARTIN	OPERATING FUND/SALARY OF ASSIST	875.00	000015	PAYROLL
100-1.12-0456	JULIE BRAY	OPERATING FUND/SALARY OF ASSIST	697.50	008113	PAYROLL
100-1.12-0457	CHARLOTTE FAGEN	OPERATING FUND/SALARY OF ASSIST	500.00	008118	PAYROLL
100-1.12-0458	SHARON SCHULENBERG	OPERATING FUND/SALARY OF ASSIST	576.05	008131	PAYROLL
100-1.12-0459	JILL TACHTIRIS	OPERATING FUND/SALARY OF ASSIST	408.89	008133	PAYROLL
100-1.12-0460	CHERYL WITTY	OPERATING FUND/SALARY OF ASSIST	708.69	008136	PAYROLL
100-1.12-0461	JOAN KOPANDA	OPERATING FUND/SALARY OF ASSIST	333.34	008123	PAYROLL
100-1.12-0462	DIANE WIERS	OPERATING FUND/SALARY OF ASSIST	416.67	008135	PAYROLL
100-1.12-0463	MARY DUGGLEBY	OPERATING FUND/SALARY OF ASSIST	431.67	008117	PAYROLL
100-1.12-0464	KATHLEEN PADGITT	OPERATING FUND/SALARY OF ASSIST	416.67	008128	PAYROLL
100-1.12-0465	BONNIE POWELL	OPERATING FUND/SALARY OF ASSIST	312.50	008129	PAYROLL
100-1.12-0466	GLENDA BROWN	OPERATING FUND/SALARY OF ASSIST	472.92	008114	PAYROLL
100-1.12-0467	COLLEEN DONNELLY	OPERATING FUND/SALARY OF ASSIST	100.50	008116	PAYROLL
100-1.12-0468	HEIRONIMUS, CHERYL	OPERATING FUND/SALARY OF ASSIST	43.55	008119	PAYROLL
100-1.12-0470	MAIA KINGMAN	OPERATING FUND/SALARY OF ASSIST	113.90	008121	PAYROLL
100-1.12-0471	DIANA KOBY	OPERATING FUND/SALARY OF ASSIST	114.00	008122	PAYROLL
100-1.12-0472	LISA LINTNER	OPERATING FUND/SALARY OF ASSIST	50.25	008125	PAYROLL
100-1.12-0473	RYAN MORELAND	OPERATING FUND/SALARY OF ASSIST	90.45	008127	PAYROLL
100-1.12-0474	ALISA RUDE	OPERATING FUND/SALARY OF ASSIST	87.10	008130	PAYROLL
100-1.12-0475	EILEEN SPURGEON	OPERATING FUND/SALARY OF ASSIST	80.00	008132	PAYROLL
100-1.12-0476	ELIZABETH THONE	OPERATING FUND/SALARY OF ASSIST	104.00	008134	PAYROLL
100-1.12-0478	LYNN DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	1300.00	008115	PAYROLL
100-1.12-0479	JENNIFER LANGLOIS	OPERATING FUND/SALARY OF ASSIST	633.33	008124	PAYROLL
100-1.12-0485	JULIE BRAY	OPERATING FUND/SALARY OF ASSIST	750.00	000001	PAYROLL
100-1.12-0486	CHARLOTTE FAGEN	OPERATING FUND/SALARY OF ASSIST	500.00	000007	PAYROLL
100-1.12-0487	SHARON SCHULENBERG	OPERATING FUND/SALARY OF ASSIST	576.05	000020	PAYROLL
100-1.12-0488	JILL TACHTIRIS	OPERATING FUND/SALARY OF ASSIST	408.89	000022	PAYROLL
100-1.12-0489	CHERYL WITTY	OPERATING FUND/SALARY OF ASSIST	708.69	000025	PAYROLL
100-1.12-0490	JOAN KOPANDA	OPERATING FUND/SALARY OF ASSIST	333.34	000012	PAYROLL
100-1.12-0491	DIANE WIERS	OPERATING FUND/SALARY OF ASSIST	416.67	000024	PAYROLL
100-1.12-0492	MARY DUGGLEBY	OPERATING FUND/SALARY OF ASSIST	431.67	000006	PAYROLL
100-1.12-0493	KATHLEEN PADGITT	OPERATING FUND/SALARY OF ASSIST	416.67	000017	PAYROLL
100-1.12-0494	BONNIE POWELL	OPERATING FUND/SALARY OF ASSIST	312.50	000018	PAYROLL
100-1.12-0495	GLENDA BROWN	OPERATING FUND/SALARY OF ASSIST	472.92	000002	PAYROLL
100-1.12-0496	COLLEEN DONNELLY	OPERATING FUND/SALARY OF ASSIST	63.65	000005	PAYROLL
100-1.12-0497	HEIRONIMUS, CHERYL	OPERATING FUND/SALARY OF ASSIST	83.75	000008	PAYROLL
100-1.12-0499	MAIA KINGMAN	OPERATING FUND/SALARY OF ASSIST	83.75	000010	PAYROLL
100-1.12-0500	DIANA KOBY	OPERATING FUND/SALARY OF ASSIST	76.00	000011	PAYROLL
100-1.12-0501	LISA LINTNER	OPERATING FUND/SALARY OF ASSIST	50.25	000014	PAYROLL
100-1.12-0502	RYAN MORELAND	OPERATING FUND/SALARY OF ASSIST	90.45	000016	PAYROLL
100-1.12-0503	ALISA RUDE	OPERATING FUND/SALARY OF ASSIST	93.80	000019	PAYROLL
100-1.12-0504	EILEEN SPURGEON	OPERATING FUND/SALARY OF ASSIST	138.00	000021	PAYROLL

DISBURSMENT REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 2

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-1.12-0505	ELIZABETH THONE	OPERATING FUND/SALARY OF ASSIST	96.00 000023	PAYROLL
100-1.12-0507	MARTHA L. DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	129.00 000004	PAYROLL
100-1.12-0508	LYNN DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	1300.00 000003	PAYROLL
100-1.12-0509	JENNIFER LANGLOIS	OPERATING FUND/SALARY OF ASSIST	833.33 000013	PAYROLL
		TOTAL= 18307.36		
100-1.13-0469	ROSE HOWARD	OPERATING FUND/WAGES OF JANITOR	244.75 008120	PAYROLL
100-1.13-0477	DANIEL L. WITTY	OPERATING FUND/WAGES OF JANITOR	64.53 008137	PAYROLL
100-1.13-0498	ROSE HOWARD	OPERATING FUND/WAGES OF JANITOR	222.50 000009	PAYROLL
100-1.13-0506	DANIEL L. WITTY	OPERATING FUND/WAGES OF JANITOR	51.18 000026	PAYROLL
		TOTAL= 582.96		
100-1.21-00482	BANK ONE	OPERATING FUND/EMPLOYER'S SHARE	704.14 8140	FEDERAL TAXES & FICA - APR
100-1.21-00514	BANK ONE	OPERATING FUND/EMPLOYER'S SHARE	752.20 008254	APR 28TH,89 DEPOSITORY REC
100-1.21-00516	INTERNAL REVENUE SERVICE C	OPERATING FUND/EMPLOYER'S SHARE	75.46 008256	BALANCE OF FICA TAX
		TOTAL= 1531.80		
100-1.22-00517	INDIANA DEPT. OF EMPLOYMEN	OPERATING FUND/UNEMPLOYMENT COM	273.54 8047	1ST QUARTER PAY.PAID
		TOTAL= 273.54		
100-1.23-00554	FRANK B. HALL CONSULTING C	OPERATING FUND/EMPLOYER'S CONTR	280.00 008283	INSURANCE
		TOTAL= 280.00		
100-2.11-00519		OPERATING FUND/OFFICIAL RECORDS	4.55 CK.ORDER	CHG.FROM THE BANK FOR CK.O
100-2.11-00522	A.E. BOYCE CO., INC.	OPERATING FUND/OFFICIAL RECORDS	378.77 008259	COMPUTER CHECKS
		TOTAL= 383.32		
100-2.13-00557	HERITAGE OFFICE PRODUCTS,	OPERATING FUND/OTHER OFFICE SUP	77.01 008286	OFFICE SUPPLIES
100-2.13-00572	QUILL	OPERATING FUND/OTHER OFFICE SUP	29.98 008300	INTERDEPARTMENT ENVELOPES
		TOTAL= 106.99		
100-2.21-00524	APOLLO ENGINEERING, INC.	OPERATING FUND/CLEANING & SANIT	447.72 008261	FLORESCENT LIGHTS-DEM. & R
100-2.21-00548	FASE'S	OPERATING FUND/CLEANING & SANIT	6.00 008279	BELTS FOR RENSSELAER
100-2.21-00556	HARVEY'S	OPERATING FUND/CLEANING & SANIT	3.81 008285	MASKING TAPE,CRAFT SUPPLIE
100-2.21-00559	HOOK'S	OPERATING FUND/CLEANING & SANIT	.00 008288	LIBRARY SUPPLIES,NONPRINTE
100-2.21-00560	HOOK'S	OPERATING FUND/CLEANING & SANIT	.00 008289	SUNDAY PAPERS
100-2.21-00568	DJSERKIS	OPERATING FUND/CLEANING & SANIT	110.00 008296	JANITORIAL SUPPLIES
100-2.21-00575	WALLMANN'S	OPERATING FUND/CLEANING & SANIT	31.71 008303	JANITORIAL SUPPLIES
		TOTAL= 599.24		
100-2.31-00530	COAST TO COAST	OPERATING FUND/BUILDING MATERIA	13.98 008267	LAWN MOWER & TOILET SEAT F
		TOTAL= 13.98		
100-2.41-00527	BRODART CO.	OPERATING FUND/LIBRARY SUPPLIES	1245.80 008264	SYSDAC TAPE & CARDS
100-2.41-00529	CENTRAL STATES SALES CORPO	OPERATING FUND/LIBRARY SUPPLIES	30.00 008266	PROJECTION BULBS & SHIPPIN
100-2.41-00534	DEMCO	OPERATING FUND/LIBRARY SUPPLIES	.00 008269	BOOKS AND EQUIPMENT
100-2.41-00550	GAYLORD BROS.	OPERATING FUND/LIBRARY SUPPLIES	.00 008280	4.4- CORR0-FOLDING-DEMOTTE
100-2.41-00556	HARVEY'S	OPERATING FUND/LIBRARY SUPPLIES	4.77 008285	MASKING TAPE,CRAFT SUPPLIE
100-2.41-00559	HOOK'S	OPERATING FUND/LIBRARY SUPPLIES	14.97 008288	LIBRARY SUPPLIES,NONPRINTE
100-2.41-00565	SHIRLEY MARSHALL	OPERATING FUND/LIBRARY SUPPLIES	10.00 008293	2.41 SUMMER READING
100-2.41-00579	UPSTART	OPERATING FUND/LIBRARY SUPPLIES	71.99 008306	BOOKMARKS AND BOOKBBAGS
100-2.41-00580	TROLL ASSOCIATES INC.	OPERATING FUND/LIBRARY SUPPLIES	49.90 008307	SUMMER READING SUPPLIES
		TOTAL= 1427.43		
100-2.42-00566	MONROE SYSTEMS FOR BUSINES	OPERATING FUND/OTHER SUPPLIES	286.37 008294	COPIER PAPER
		TOTAL= 286.37		
100-3.13-00573	SECURITY COURIERS, INC.	OPERATING FUND/OTHER PROFESSION	.00 008301	TRANSPORT SERVICE

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 3

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
		TOTAL= .00			
100-3.21-00520	NORTHWESTERN INDIANA TELEP	OPERATING FUND/TELEPHONE	128.22	008257	DEMOTTE TELEPHONE
100-3.21-00582	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	241.91	008309	RENS. AND WHEATFIELD
100-3.21-00585	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	76.29	008312	TELEPHONE FOR WHEATFIELD
		TOTAL= 446.42			
100-3.22-00570	POSTMASTER GENERAL	OPERATING FUND/POSTAGE	110.00	008298	POSTAGE
100-3.22-00577	CHERYL A. WITTY	OPERATING FUND/POSTAGE	41.51	008305	REIMBURSEMENT
		TOTAL= 151.51			
100-3.23-00544	LYNN DAUGHERTY	OPERATING FUND/TRAVELING EXPENS	41.80	008275	MILEAGE
100-3.23-00547	CHARLOTTE FAGEN	OPERATING FUND/TRAVELING EXPENS	13.60	008278	VARIOUS
100-3.23-00564	MARY K. MARTIN	OPERATING FUND/TRAVELING EXPENS	33.60	008292	MILEAGE
100-3.23-00576	CHERYL WITTY	OPERATING FUND/TRAVELING EXPENS	33.80	008304	MILEAGE
100-3.23-00586	DANNY GUNNELLS	OPERATING FUND/TRAVELING EXPENS	18.00	008313	REIMBURSEMENTS
		TOTAL= 140.80			
100-3.24-00518	NIALSA	OPERATING FUND/PROFESSIONAL MEE	12.00	8141	3.24 PROFESSIONAL MEETING
100-3.24-00551	FORT WAYNE HILTON	OPERATING FUND/PROFESSIONAL MEE	112.00	008281	HOTEL RESERVATIONS FOR ILA
100-3.24-00563	AMERICAN LIBRARY ASSOCIATI	OPERATING FUND/PROFESSIONAL MEE	71.00	008291	ALA CONFERENCE GUNNELLS
100-3.24-00567	NATIONAL BUSINESSWOMEN'S L	OPERATING FUND/PROFESSIONAL MEE	59.00	008295	PROFESSIONAL MEETING
100-3.24-00586	DANNY GUNNELLS	OPERATING FUND/PROFESSIONAL MEE	218.00	008313	REIMBURSEMENTS
100-3.24-00588	NIALSA	OPERATING FUND/PROFESSIONAL MEE	24.00	008315	BUDGET WORKSHOP
		TOTAL= 496.00			
100-3.51-00483	CITY OF RENSSELAER	OPERATING FUND/GAS	99.19	008251	RENSSELAER UTILITIES
100-3.51-00521	NIPSCO	OPERATING FUND/GAS	90.41	008258	DEMOTTE UTILITIES
100-3.51-00584	NIPSCO	OPERATING FUND/GAS	138.07	008311	UTILITIES
		TOTAL= 327.67			
100-3.52-00483	CITY OF RENSSELAER	OPERATING FUND/ELECTRICITY	202.20	008251	RENSSELAER UTILITIES
100-3.52-00521	NIPSCO	OPERATING FUND/ELECTRICITY	262.34	008258	DEMOTTE UTILITIES
100-3.52-00584	NIPSCO	OPERATING FUND/ELECTRICITY	289.78	008311	UTILITIES
		TOTAL= 754.32			
100-3.53-00483	CITY OF RENSSELAER	OPERATING FUND/WATER	6.23	008251	RENSSELAER UTILITIES
100-3.53-00574	CULLIGAN'S	OPERATING FUND/WATER	.00	008302	COBLER RENTAL AT RENSSELAE
		TOTAL= 6.23			
100-3.54-00483	CITY OF RENSSELAER	OPERATING FUND/WASTE DISPOSAL S	13.06	008251	RENSSELAER UTILITIES
		TOTAL= 13.06			
100-3.61-00536	DAVID DEVRIES	OPERATING FUND/BUILDING & STRUC	50.00	008270	WINDOW WASHING
100-3.61-00540	DEYOUNG PLUMB, HTG, & AIR	OPERATING FUND/BUILDING & STRUC	190.85	008272	REPAIR AT WHEATFIELD
100-3.61-00541	DYKE'S ELECTRIC INC.	OPERATING FUND/BUILDING & STRUC	76.67	008273	REPAIR LIGHT SWITCH AT REN
		TOTAL= 317.52			
100-3.62-00540	DEYOUNG PLUMB, HTG, & AIR	OPERATING FUND/EQUIPMENT	.00	008272	REPAIR AT WHEATFIELD
		TOTAL= .00			
100-3.72-00574	CULLIGAN'S	OPERATING FUND/EQUIPMENT	14.95	008302	COBLER RENTAL AT RENSSELAE
		TOTAL= 14.95			
100-3.95-00569	DOMS DISPOSAL SERVICE INC.	OPERATING FUND/LAWN CARE & MAIN	11.50	008297	TRASH PICK UP AT DEMOTTE
100-3.95-00573	SECURITY COURIERS, INC.	OPERATING FUND/LAWN CARE & MAIN	330.00	008301	TRANSPORT SERVICE
		TOTAL= 341.50			
100-3.96-00577	CHERYL A. WITTY	OPERATING FUND/PETTY CASH	.00	008305	REIMBURSEMENT
		TOTAL= .00			

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 4

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-3.97-00586	DANNY GUNNELLS	OPERATING FUND/INTERVIEWING & M	204.08 008313	REIMBURSEMENTS
		TOTAL= 204.08		
100-4.4-00530	COAST TO COAST	OPERATING FUND/FURNITURE & EQUI	119.99 008267	LAWN MOWER & TOILET SEAT F
100-4.4-00534	DEMCO	OPERATING FUND/FURNITURE & EQUI	35.27 008269	BOOKS AND EQUIPMENT
100-4.4-00545	EDUCATION ALLIANCE	OPERATING FUND/FURNITURE & EQUI	819.00 008276	4.4 COMPUTER
100-4.4-00550	SAYLORD BROS.	OPERATING FUND/FURNITURE & EQUI	56.25 008280	4.4- CORRO-FOLDING-DEMOTTE
100-4.4-00577	CHERYL A. WITTY	OPERATING FUND/FURNITURE & EQUI	2.19 008305	REIMBURSEMENT
		TOTAL= 1032.70		
100-4.51-00523	AMERICAN GUIDANCE SERVICE	OPERATING FUND/BOOKS	57.51 008260	BOOKFINDER VOLUME SET
100-4.51-00525	BAKER & TAYLOR	OPERATING FUND/BOOKS	185.55 008262	BOOKS
100-4.51-00526	BAKER & TAYLOR	OPERATING FUND/BOOKS	1427.76 008263	BOOKS, & SUBS.
100-4.51-00533	DAVIDSON TITLES INC.	OPERATING FUND/BOOKS	13.12 008268	BOOKS
100-4.51-00534	DEMCO	OPERATING FUND/BOOKS	53.54 008269	BOOKS AND EQUIPMENT
100-4.51-00536	DAVID DEVRIES	OPERATING FUND/BOOKS	.00 008270	WINDOW WASHING
100-4.51-00539		OPERATING FUND/BOOKS	.00 008271	
100-4.51-00547	CHARLOTTE FAGEN	OPERATING FUND/BOOKS	28.00 008278	VARIOUS
100-4.51-00558	HOME HEALTH EDUCATION SERV	OPERATING FUND/BOOKS	422.50 008287	BIBLE STORIES - 10 VOLUMES
100-4.51-00571	QUALITY BOOKS INC.	OPERATING FUND/BOOKS	2127.71 008299	BOOKS AND VHS
100-4.51-00581	SILVER BURDETT PRESS	OPERATING FUND/BOOKS	19.05 008308	BOOKS
		TOTAL= 4334.74		
100-4.52-00526	BAKER & TAYLOR	OPERATING FUND/PERIODICALS & NE	79.00 008263	BOOKS, & SUBS.
100-4.52-00555	H. W. WILSON COMPANY	OPERATING FUND/PERIODICALS & NE	342.00 008284	SUBSCRIPTIONS
100-4.52-00560	HOKK'S	OPERATING FUND/PERIODICALS & NE	30.00 008289	SUNDAY PAPERS
100-4.52-00587	POST TRIBUNE	OPERATING FUND/PERIODICALS & NE	124.80 008314	DEMOTTE NEWSPAPER
		TOTAL= 575.80		
100-4.53-00528	SOFTWARE-DIRECT DIVISION	OPERATING FUND/NONPRINTED MATER	10.00 008265	SOFTWARE FOR DEMOTTE
100-4.53-00546	EDUCATION RECORD CENTER	OPERATING FUND/NONPRINTED MATER	126.48 008277	NONPRINTED MATERIALS
100-4.53-00559	HOKK'S	OPERATING FUND/NONPRINTED MATER	41.94 008288	LIBRARY SUPPLIES, NONPRINTE
100-4.53-00562	INGRAM	OPERATING FUND/NONPRINTED MATER	1229.91 008290	VIDEOCASSETTES
100-4.53-00571	QUALITY BOOKS INC.	OPERATING FUND/NONPRINTED MATER	29.90 008299	BOOKS AND VHS
		TOTAL= 1438.23		
100-4.61-00583	WORLD BOOK, INC.	OPERATING FUND/BOOKS ENCUMBERED	559.00 008310	EMCUM. BOOKS
		TOTAL= 559.00		
100-6.3-0510	JASPER COUNTY PUBLIC LIBRA	OPERATING FUND/OTHER	14940.14 101	TRANSFER
		TOTAL= 14940.14		
130-2.11-00519		LIRF FUND/OFFICIAL RECORDS	1.35 CK.ORDER	CHG.FROM THE BANK FOR CK.O
		TOTAL= 1.35		
130-6.13-00511	JASPER COUNTY PUBLIC LIBRA	LIRF FUND/TEMPORARY LOAN FROM L	17000.00 101	TRANSFER
130-6.13-0510	JASPER COUNTY PUBLIC LIBRA	LIRF FUND/TEMPORARY LOAN FROM L	3000.00 101	TRANSFER
		TOTAL= 20000.00		
200.01-1.1-00455	MARY K. MARTIN	FIT TAX COLLECTED/SALARIES AND	-111.85 008126	PAYROLL
200.01-1.1-00482	BANK ONE	FIT TAX COLLECTED/SALARIES AND	934.25 8140	FEDERAL TAXES & FICA - APR
200.01-1.1-00484	MARY K. MARTIN	FIT TAX COLLECTED/SALARIES AND	-111.85 000015	PAYROLL
200.01-1.1-00514	BANK ONE	FIT TAX COLLECTED/SALARIES AND	929.73 008254	APR 28TH, 89 DEPOSITORY REC
200.01-1.1-0456	JULIE BRAY	FIT TAX COLLECTED/SALARIES AND	-97.73 008113	PAYROLL
200.01-1.1-0457	CHARLOTTE FAGEN	FIT TAX COLLECTED/SALARIES AND	-17.55 008118	PAYROLL
200.01-1.1-0458	SHARON SCHULENBERG	FIT TAX COLLECTED/SALARIES AND	-81.96 008131	PAYROLL

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 5

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.01-1.1-0459	JILL TACHTIRIS	FIT TAX COLLECTED/SALARIES AND	-41.38	008133	PAYROLL
200.01-1.1-0460	CHERYL WITTY	FIT TAX COLLECTED/SALARIES AND	-73.85	008136	PAYROLL
200.01-1.1-0461	JOAN KOPANDA	FIT TAX COLLECTED/SALARIES AND	-30.05	008123	PAYROLL
200.01-1.1-0462	DIANE WIERS	FIT TAX COLLECTED/SALARIES AND	-55.60	008135	PAYROLL
200.01-1.1-0463	MARY DUGGLEBY	FIT TAX COLLECTED/SALARIES AND	-44.80	008117	PAYROLL
200.01-1.1-0464	KATHLEEN PADGITT	FIT TAX COLLECTED/SALARIES AND	-30.60	008128	PAYROLL
200.01-1.1-0465	BONNIE POWELL	FIT TAX COLLECTED/SALARIES AND	-14.43	008129	PAYROLL
200.01-1.1-0466	GLENDA BROWN	FIT TAX COLLECTED/SALARIES AND	-50.99	008114	PAYROLL
200.01-1.1-0467	COLLEEN DONNELLY	FIT TAX COLLECTED/SALARIES AND	-8.18	008116	PAYROLL
200.01-1.1-0469	ROSE HOWARD	FIT TAX COLLECTED/SALARIES AND	-16.76	008120	PAYROLL
200.01-1.1-0470	MAIA KINGMAN	FIT TAX COLLECTED/SALARIES AND	-10.19	008121	PAYROLL
200.01-1.1-0472	LISA LINTNER	FIT TAX COLLECTED/SALARIES AND	-.64	008125	PAYROLL
200.01-1.1-0473	RYAN MORELAND	FIT TAX COLLECTED/SALARIES AND	-6.67	008127	PAYROLL
200.01-1.1-0474	ALISA RUDE	FIT TAX COLLECTED/SALARIES AND	-6.17	008130	PAYROLL
200.01-1.1-0476	ELIZABETH THONE	FIT TAX COLLECTED/SALARIES AND	-5.00	008134	PAYROLL
200.01-1.1-0478	LYNN DAUGHERTY	FIT TAX COLLECTED/SALARIES AND	-162.30	008115	PAYROLL
200.01-1.1-0479	JENNIFER LANGLOIS	FIT TAX COLLECTED/SALARIES AND	-67.55	008124	PAYROLL
200.01-1.1-0485	JULIE BRAY	FIT TAX COLLECTED/SALARIES AND	-105.60	000001	PAYROLL
200.01-1.1-0486	CHARLOTTE FAGEN	FIT TAX COLLECTED/SALARIES AND	-17.55	000007	PAYROLL
200.01-1.1-0487	SHARON SCHULENBERG	FIT TAX COLLECTED/SALARIES AND	-81.96	000020	PAYROLL
200.01-1.1-0488	JILL TACHTIRIS	FIT TAX COLLECTED/SALARIES AND	-41.38	000022	PAYROLL
200.01-1.1-0489	CHERYL WITTY	FIT TAX COLLECTED/SALARIES AND	-73.85	000025	PAYROLL
200.01-1.1-0490	JOAN KOPANDA	FIT TAX COLLECTED/SALARIES AND	-30.05	000012	PAYROLL
200.01-1.1-0491	DIANE WIERS	FIT TAX COLLECTED/SALARIES AND	-55.60	000024	PAYROLL
200.01-1.1-0492	MARY DUGGLEBY	FIT TAX COLLECTED/SALARIES AND	-44.80	000006	PAYROLL
200.01-1.1-0493	KATHLEEN PADGITT	FIT TAX COLLECTED/SALARIES AND	-30.60	000017	PAYROLL
200.01-1.1-0494	BONNIE POWELL	FIT TAX COLLECTED/SALARIES AND	-14.43	000018	PAYROLL
200.01-1.1-0495	GLENDA BROWN	FIT TAX COLLECTED/SALARIES AND	-50.99	000002	PAYROLL
200.01-1.1-0496	COLLEEN DONNELLY	FIT TAX COLLECTED/SALARIES AND	-2.65	000005	PAYROLL
200.01-1.1-0498	ROSE HOWARD	FIT TAX COLLECTED/SALARIES AND	-13.43	000009	PAYROLL
200.01-1.1-0499	MAIA KINGMAN	FIT TAX COLLECTED/SALARIES AND	-5.66	000010	PAYROLL
200.01-1.1-0501	LISA LINTNER	FIT TAX COLLECTED/SALARIES AND	-.64	000014	PAYROLL
200.01-1.1-0502	RYAN MORELAND	FIT TAX COLLECTED/SALARIES AND	-6.67	000016	PAYROLL
200.01-1.1-0503	ALISA RUDE	FIT TAX COLLECTED/SALARIES AND	-7.17	000019	PAYROLL
200.01-1.1-0505	ELIZABETH THONE	FIT TAX COLLECTED/SALARIES AND	-5.00	000023	PAYROLL
200.01-1.1-0508	LYNN DAUGHERTY	FIT TAX COLLECTED/SALARIES AND	-162.30	000003	PAYROLL
200.01-1.1-0509	JENNIFER LANGLOIS	FIT TAX COLLECTED/SALARIES AND	-67.55	000013	PAYROLL
TOTAL= .00					
200.02-1.1-00455	MARY K. MARTIN	FICA TAX COLLECTED/SALARIES AND	-65.71	008126	PAYROLL
200.02-1.1-00482	BANK ONE	FICA TAX COLLECTED/SALARIES AND	704.14	8140	FEDERAL TAXES & FICA - AFR
200.02-1.1-00484	MARY K. MARTIN	FICA TAX COLLECTED/SALARIES AND	-103.42	000015	PAYROLL
200.02-1.1-00514	BANK ONE	FICA TAX COLLECTED/SALARIES AND	752.20	008254	AFR 28TH,89 DEPOSITORY REC
200.02-1.1-0456	JULIE BRAY	FICA TAX COLLECTED/SALARIES AND	-52.38	008113	PAYROLL
200.02-1.1-0457	CHARLOTTE FAGEN	FICA TAX COLLECTED/SALARIES AND	-37.55	008118	PAYROLL
200.02-1.1-0458	SHARON SCHULENBERG	FICA TAX COLLECTED/SALARIES AND	-43.26	008131	PAYROLL
200.02-1.1-0459	JILL TACHTIRIS	FICA TAX COLLECTED/SALARIES AND	-30.71	008133	PAYROLL
200.02-1.1-0460	CHERYL WITTY	FICA TAX COLLECTED/SALARIES AND	-53.22	008136	PAYROLL

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 6

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.02-1.1-0461	JOAN KOPANDA	FICA TAX COLLECTED/SALARIES AND	-25.03	008123	PAYROLL
200.02-1.1-0462	DIANE WIERS	FICA TAX COLLECTED/SALARIES AND	-31.29	008135	PAYROLL
200.02-1.1-0463	MARY DUGGLEBY	FICA TAX COLLECTED/SALARIES AND	-32.42	008117	PAYROLL
200.02-1.1-0464	KATHLEEN PADGITT	FICA TAX COLLECTED/SALARIES AND	-31.29	008128	PAYROLL
200.02-1.1-0465	BONNIE POWELL	FICA TAX COLLECTED/SALARIES AND	-23.47	008129	PAYROLL
200.02-1.1-0466	GLENDA BROWN	FICA TAX COLLECTED/SALARIES AND	-35.52	008114	PAYROLL
200.02-1.1-0467	COLLEEN DONNELLY	FICA TAX COLLECTED/SALARIES AND	-7.55	008116	PAYROLL
200.02-1.1-0468	HEIRONIMUS, CHERYL	FICA TAX COLLECTED/SALARIES AND	-3.27	008119	PAYROLL
200.02-1.1-0469	ROSE HOWARD	FICA TAX COLLECTED/SALARIES AND	-18.38	008120	PAYROLL
200.02-1.1-0470	MAIA KINGMAN	FICA TAX COLLECTED/SALARIES AND	-8.55	008121	PAYROLL
200.02-1.1-0471	DIANA KOBY	FICA TAX COLLECTED/SALARIES AND	-8.56	008122	PAYROLL
200.02-1.1-0472	LISA LINTNER	FICA TAX COLLECTED/SALARIES AND	-3.77	008125	PAYROLL
200.02-1.1-0473	RYAN MORELAND	FICA TAX COLLECTED/SALARIES AND	-6.79	008127	PAYROLL
200.02-1.1-0474	ALISA RUDE	FICA TAX COLLECTED/SALARIES AND	-6.54	008130	PAYROLL
200.02-1.1-0475	EILEEN SPURGEON	FICA TAX COLLECTED/SALARIES AND	-6.01	008132	PAYROLL
200.02-1.1-0476	ELIZABETH THONE	FICA TAX COLLECTED/SALARIES AND	-7.81	008134	PAYROLL
200.02-1.1-0477	DANIEL L. WITTY	FICA TAX COLLECTED/SALARIES AND	-4.85	008137	PAYROLL
200.02-1.1-0478	LYNN DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-97.63	008115	PAYROLL
200.02-1.1-0479	JENNIFER LANGLOIS	FICA TAX COLLECTED/SALARIES AND	-62.58	008124	PAYROLL
200.02-1.1-0485	JULIE BRAY	FICA TAX COLLECTED/SALARIES AND	-56.33	000001	PAYROLL
200.02-1.1-0486	CHARLOTTE FAGEN	FICA TAX COLLECTED/SALARIES AND	-37.55	000007	PAYROLL
200.02-1.1-0487	SHARON SCHULENBERG	FICA TAX COLLECTED/SALARIES AND	-43.26	000020	PAYROLL
200.02-1.1-0488	JILL TACHTIRIS	FICA TAX COLLECTED/SALARIES AND	-30.71	000022	PAYROLL
200.02-1.1-0489	CHERYL WITTY	FICA TAX COLLECTED/SALARIES AND	-53.22	000025	PAYROLL
200.02-1.1-0490	JOAN KOPANDA	FICA TAX COLLECTED/SALARIES AND	-25.03	000012	PAYROLL
200.02-1.1-0491	DIANE WIERS	FICA TAX COLLECTED/SALARIES AND	-31.29	000024	PAYROLL
200.02-1.1-0492	MARY DUGGLEBY	FICA TAX COLLECTED/SALARIES AND	-32.42	000006	PAYROLL
200.02-1.1-0493	KATHLEEN PADGITT	FICA TAX COLLECTED/SALARIES AND	-31.29	000017	PAYROLL
200.02-1.1-0494	BONNIE POWELL	FICA TAX COLLECTED/SALARIES AND	-23.47	000018	PAYROLL
200.02-1.1-0495	GLENDA BROWN	FICA TAX COLLECTED/SALARIES AND	-35.52	000002	PAYROLL
200.02-1.1-0496	COLLEEN DONNELLY	FICA TAX COLLECTED/SALARIES AND	-4.78	000005	PAYROLL
200.02-1.1-0497	HEIRONIMUS, CHERYL	FICA TAX COLLECTED/SALARIES AND	-6.29	000008	PAYROLL
200.02-1.1-0498	ROSE HOWARD	FICA TAX COLLECTED/SALARIES AND	-16.71	000009	PAYROLL
200.02-1.1-0499	MAIA KINGMAN	FICA TAX COLLECTED/SALARIES AND	-6.29	000010	PAYROLL
200.02-1.1-0500	DIANA KOBY	FICA TAX COLLECTED/SALARIES AND	-5.71	000011	PAYROLL
200.02-1.1-0501	LISA LINTNER	FICA TAX COLLECTED/SALARIES AND	-3.77	000014	PAYROLL
200.02-1.1-0502	RYAN MORELAND	FICA TAX COLLECTED/SALARIES AND	-6.79	000016	PAYROLL
200.02-1.1-0503	ALISA RUDE	FICA TAX COLLECTED/SALARIES AND	-7.04	000019	PAYROLL
200.02-1.1-0504	EILEEN SPURGEON	FICA TAX COLLECTED/SALARIES AND	-10.36	000021	PAYROLL
200.02-1.1-0505	ELIZABETH THONE	FICA TAX COLLECTED/SALARIES AND	-7.21	000023	PAYROLL
200.02-1.1-0506	DANIEL L. WITTY	FICA TAX COLLECTED/SALARIES AND	-3.84	000026	PAYROLL
200.02-1.1-0507	MARTHA L. DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-9.69	000004	PAYROLL
200.02-1.1-0508	LYNN DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-97.63	000003	PAYROLL
200.02-1.1-0509	JENNIFER LANGLOIS	FICA TAX COLLECTED/SALARIES AND	-62.58	000013	PAYROLL
		TOTAL= .00			
200.03-1.1-00455	MARY K. MARTIN	GIT TAX COLLECTED/SALARIES AND	-28.33	008126	PAYROLL
200.03-1.1-00484	MARY K. MARTIN	GIT TAX COLLECTED/SALARIES AND	-28.33	000015	PAYROLL

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 7

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.03-1.1-00515	INDIANA DEPARTMENT OF REVE	GIT TAX COLLECTED/SALARIES AND	596.94	008255	STATE 596.94,COUNTY 175.57
200.03-1.1-0456	JULIE BRAY	GIT TAX COLLECTED/SALARIES AND	-23.72	008113	PAYROLL
200.03-1.1-0457	CHARLOTTE FAGEN	GIT TAX COLLECTED/SALARIES AND	-12.75	008118	PAYROLL
200.03-1.1-0458	SHARON SCHULENBERG	GIT TAX COLLECTED/SALARIES AND	-19.59	008131	PAYROLL
200.03-1.1-0459	JILL TACHTIRIS	GIT TAX COLLECTED/SALARIES AND	-13.90	008133	PAYROLL
200.03-1.1-0460	CHERYL WITTY	GIT TAX COLLECTED/SALARIES AND	-22.68	008136	PAYROLL
200.03-1.1-0461	JOAN KOPANDA	GIT TAX COLLECTED/SALARIES AND	-11.33	008123	PAYROLL
200.03-1.1-0462	DIANE WIERS	GIT TAX COLLECTED/SALARIES AND	-14.17	008135	PAYROLL
200.03-1.1-0463	MARY DUGGLEBY	GIT TAX COLLECTED/SALARIES AND	-14.68	008117	PAYROLL
200.03-1.1-0464	KATHLEEN PADGITT	GIT TAX COLLECTED/SALARIES AND	-11.33	008128	PAYROLL
200.03-1.1-0465	BONNIE POWELL	GIT TAX COLLECTED/SALARIES AND	-9.21	008129	PAYROLL
200.03-1.1-0466	GLENDA BROWN	GIT TAX COLLECTED/SALARIES AND	-16.08	008114	PAYROLL
200.03-1.1-0467	COLLEEN DONNELLY	GIT TAX COLLECTED/SALARIES AND	-3.42	008116	PAYROLL
200.03-1.1-0468	HEIRONIMUS, CHERYL	GIT TAX COLLECTED/SALARIES AND	-.06	008119	PAYROLL
200.03-1.1-0469	ROSE HOWARD	GIT TAX COLLECTED/SALARIES AND	-8.32	008120	PAYROLL
200.03-1.1-0470	MAIA KINGMAN	GIT TAX COLLECTED/SALARIES AND	-3.87	008121	PAYROLL
200.03-1.1-0471	DIANA KODY	GIT TAX COLLECTED/SALARIES AND	-3.88	008122	PAYROLL
200.03-1.1-0472	LISA LINTNER	GIT TAX COLLECTED/SALARIES AND	-1.71	008125	PAYROLL
200.03-1.1-0473	RYAN MORELAND	GIT TAX COLLECTED/SALARIES AND	-3.08	008127	PAYROLL
200.03-1.1-0474	ALISA RUDE	GIT TAX COLLECTED/SALARIES AND	-2.96	008130	PAYROLL
200.03-1.1-0476	ELIZABETH THONE	GIT TAX COLLECTED/SALARIES AND	-3.54	008134	PAYROLL
200.03-1.1-0478	LYNN DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-44.20	008115	PAYROLL
200.03-1.1-0479	JENNIFER LANGLOIS	GIT TAX COLLECTED/SALARIES AND	-24.08	008124	PAYROLL
200.03-1.1-0485	JULIE BRAY	GIT TAX COLLECTED/SALARIES AND	-25.50	000001	PAYROLL
200.03-1.1-0486	CHARLOTTE FAGEN	GIT TAX COLLECTED/SALARIES AND	-12.75	000007	PAYROLL
200.03-1.1-0487	SHARON SCHULENBERG	GIT TAX COLLECTED/SALARIES AND	-19.59	000020	PAYROLL
200.03-1.1-0488	JILL TACHTIRIS	GIT TAX COLLECTED/SALARIES AND	-13.90	000022	PAYROLL
200.03-1.1-0489	CHERYL WITTY	GIT TAX COLLECTED/SALARIES AND	-22.68	000025	PAYROLL
200.03-1.1-0490	JOAN KOPANDA	GIT TAX COLLECTED/SALARIES AND	-11.33	000012	PAYROLL
200.03-1.1-0491	DIANE WIERS	GIT TAX COLLECTED/SALARIES AND	-14.17	000024	PAYROLL
200.03-1.1-0492	MARY DUGGLEBY	GIT TAX COLLECTED/SALARIES AND	-14.68	000006	PAYROLL
200.03-1.1-0493	KATHLEEN PADGITT	GIT TAX COLLECTED/SALARIES AND	-11.33	000017	PAYROLL
200.03-1.1-0494	BONNIE POWELL	GIT TAX COLLECTED/SALARIES AND	-9.21	000018	PAYROLL
200.03-1.1-0495	GLENDA BROWN	GIT TAX COLLECTED/SALARIES AND	-16.08	000002	PAYROLL
200.03-1.1-0496	COLLEEN DONNELLY	GIT TAX COLLECTED/SALARIES AND	-2.16	000005	PAYROLL
200.03-1.1-0497	HEIRONIMUS, CHERYL	GIT TAX COLLECTED/SALARIES AND	-1.43	000008	PAYROLL
200.03-1.1-0498	ROSE HOWARD	GIT TAX COLLECTED/SALARIES AND	-7.57	000009	PAYROLL
200.03-1.1-0499	MAIA KINGMAN	GIT TAX COLLECTED/SALARIES AND	-2.85	000010	PAYROLL
200.03-1.1-0500	DIANA KODY	GIT TAX COLLECTED/SALARIES AND	-2.58	000011	PAYROLL
200.03-1.1-0501	LISA LINTNER	GIT TAX COLLECTED/SALARIES AND	-1.71	000014	PAYROLL
200.03-1.1-0502	RYAN MORELAND	GIT TAX COLLECTED/SALARIES AND	-3.08	000016	PAYROLL
200.03-1.1-0503	ALISA RUDE	GIT TAX COLLECTED/SALARIES AND	-3.19	000019	PAYROLL
200.03-1.1-0505	ELIZABETH THONE	GIT TAX COLLECTED/SALARIES AND	-3.26	000023	PAYROLL
200.03-1.1-0507	MARTHA L. DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-4.39	000004	PAYROLL
200.03-1.1-0508	LYNN DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-44.20	000003	PAYROLL
200.03-1.1-0509	JENNIFER LANGLOIS	GIT TAX COLLECTED/SALARIES AND	-24.08	000013	PAYROLL
TOTAL=			.00		

DISBURSMENT REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 8

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
200.04-1.1-00455	MARY K. MARTIN	CO TAX COLLECTED/SALARIES AND W	-8.33 008126	PAYROLL
200.04-1.1-00484	MARY K. MARTIN	CO TAX COLLECTED/SALARIES AND W	-8.33 000015	PAYROLL
200.04-1.1-00515	INDIANA DEPARTMENT OF REVE	CO TAX COLLECTED/SALARIES AND W	175.57 008255	STATE 596.94,COUNTY 175.57
200.04-1.1-0456	JULIE BRAY	CO TAX COLLECTED/SALARIES AND W	-6.98 008113	PAYROLL
200.04-1.1-0457	CHARLOTTE FAGEN	CO TAX COLLECTED/SALARIES AND W	-3.75 008118	PAYROLL
200.04-1.1-0458	SHARON SCHULENBERG	CO TAX COLLECTED/SALARIES AND W	-5.76 008131	PAYROLL
200.04-1.1-0459	JILL TACHTIRIS	CO TAX COLLECTED/SALARIES AND W	-4.09 008133	PAYROLL
200.04-1.1-0460	CHERYL WITTY	CO TAX COLLECTED/SALARIES AND W	-6.67 008136	PAYROLL
200.04-1.1-0461	JOAN KOPANDA	CO TAX COLLECTED/SALARIES AND W	-3.33 008123	PAYROLL
200.04-1.1-0462	DIANE WIERS	CO TAX COLLECTED/SALARIES AND W	-4.17 008135	PAYROLL
200.04-1.1-0463	MARY DUGGLEBY	CO TAX COLLECTED/SALARIES AND W	-4.32 008117	PAYROLL
200.04-1.1-0464	KATHLEEN PADGITT	CO TAX COLLECTED/SALARIES AND W	-3.33 008128	PAYROLL
200.04-1.1-0465	BONNIE POWELL	CO TAX COLLECTED/SALARIES AND W	-2.71 008129	PAYROLL
200.04-1.1-0466	GLENDA BROWN	CO TAX COLLECTED/SALARIES AND W	-4.73 008114	PAYROLL
200.04-1.1-0467	COLLEEN DONNELLY	CO TAX COLLECTED/SALARIES AND W	-1.01 008116	PAYROLL
200.04-1.1-0468	HEIRONIMUS, CHERYL	CO TAX COLLECTED/SALARIES AND W	-.02 008119	PAYROLL
200.04-1.1-0469	ROSE HOWARD	CO TAX COLLECTED/SALARIES AND W	-2.45 008120	PAYROLL
200.04-1.1-0470	MAIA KINGMAN	CO TAX COLLECTED/SALARIES AND W	-1.14 008121	PAYROLL
200.04-1.1-0471	DIANA KOBY	CO TAX COLLECTED/SALARIES AND W	-1.14 008122	PAYROLL
200.04-1.1-0472	LISA LINTNER	CO TAX COLLECTED/SALARIES AND W	-.50 008125	PAYROLL
200.04-1.1-0473	RYAN MORELAND	CO TAX COLLECTED/SALARIES AND W	-.90 008127	PAYROLL
200.04-1.1-0474	ALISA RUDE	CO TAX COLLECTED/SALARIES AND W	-.87 008130	PAYROLL
200.04-1.1-0476	ELIZABETH THONE	CO TAX COLLECTED/SALARIES AND W	-1.04 008134	PAYROLL
200.04-1.1-0478	LYNN DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-13.00 008115	PAYROLL
200.04-1.1-0479	JENNIFER LANGLOIS	CO TAX COLLECTED/SALARIES AND W	-7.08 008124	PAYROLL
200.04-1.1-0485	JULIE BRAY	CO TAX COLLECTED/SALARIES AND W	-7.50 000001	PAYROLL
200.04-1.1-0486	CHARLOTTE FAGEN	CO TAX COLLECTED/SALARIES AND W	-3.75 000007	PAYROLL
200.04-1.1-0487	SHARON SCHULENBERG	CO TAX COLLECTED/SALARIES AND W	-5.76 000020	PAYROLL
200.04-1.1-0488	JILL TACHTIRIS	CO TAX COLLECTED/SALARIES AND W	-4.09 000022	PAYROLL
200.04-1.1-0489	CHERYL WITTY	CO TAX COLLECTED/SALARIES AND W	-6.67 000025	PAYROLL
200.04-1.1-0490	JOAN KOPANDA	CO TAX COLLECTED/SALARIES AND W	-3.33 000012	PAYROLL
200.04-1.1-0491	DIANE WIERS	CO TAX COLLECTED/SALARIES AND W	-4.17 000024	PAYROLL
200.04-1.1-0492	MARY DUGGLEBY	CO TAX COLLECTED/SALARIES AND W	-4.32 000006	PAYROLL
200.04-1.1-0493	KATHLEEN PADGITT	CO TAX COLLECTED/SALARIES AND W	-3.33 000017	PAYROLL
200.04-1.1-0494	BONNIE POWELL	CO TAX COLLECTED/SALARIES AND W	-2.71 000018	PAYROLL
200.04-1.1-0495	GLENDA BROWN	CO TAX COLLECTED/SALARIES AND W	-4.73 000002	PAYROLL
200.04-1.1-0496	COLLEEN DONNELLY	CO TAX COLLECTED/SALARIES AND W	-.64 000005	PAYROLL
200.04-1.1-0497	HEIRONIMUS, CHERYL	CO TAX COLLECTED/SALARIES AND W	-.42 000008	PAYROLL
200.04-1.1-0498	ROSE HOWARD	CO TAX COLLECTED/SALARIES AND W	-2.23 000009	PAYROLL
200.04-1.1-0499	MAIA KINGMAN	CO TAX COLLECTED/SALARIES AND W	-.84 000010	PAYROLL
200.04-1.1-0500	DIANA KOBY	CO TAX COLLECTED/SALARIES AND W	-.76 000011	PAYROLL
200.04-1.1-0501	LISA LINTNER	CO TAX COLLECTED/SALARIES AND W	-.50 000014	PAYROLL
200.04-1.1-0502	RYAN MORELAND	CO TAX COLLECTED/SALARIES AND W	-.90 000016	PAYROLL
200.04-1.1-0503	ALISA RUDE	CO TAX COLLECTED/SALARIES AND W	-.94 000019	PAYROLL
200.04-1.1-0505	ELIZABETH THONE	CO TAX COLLECTED/SALARIES AND W	-.96 000023	PAYROLL
200.04-1.1-0507	MARTHA L. DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-1.29 000004	PAYROLL
200.04-1.1-0508	LYNN DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-13.00 000003	PAYROLL

DISBURSMENT REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
08 MAY 89

PAGE 9

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
200.04-1.1-0509	JENNIFER LANGLOIS	CO TAX COLLECTED/SALARIES AND W	-7.08 000013	PAYROLL
		TOTAL= .00		
200.05-1.1-00512	INDIANA DEFERRED COMPENSAT	IND.DEFERRED COMPENSATION/SALAR	115.00 008252	INDIANA DEF. PAID
200.05-1.1-0458	SHARON SCHULENBERG	IND.DEFERRED COMPENSATION/SALAR	-30.00 008131	PAYROLL
200.05-1.1-0478	LYNN DAUGHERTY	IND.DEFERRED COMPENSATION/SALAR	-85.00 008115	PAYROLL
200.05-1.1-0480	INDIANA DEFERRED COMPENSAT	IND.DEFERRED COMPENSATION/SALAR	115.00 008138	PAYROLL - APRIL 15, 1989
200.05-1.1-0487	SHARON SCHULENBERG	IND.DEFERRED COMPENSATION/SALAR	-30.00 000020	PAYROLL
200.05-1.1-0508	LYNN DAUGHERTY	IND.DEFERRED COMPENSATION/SALAR	-85.00 000003	PAYROLL
		TOTAL= .00		
200.06-1.1-00455	MARY K. MARTIN	BONDS PURCHASED/SALARIES AND WA	-25.00 008126	PAYROLL
200.06-1.1-00481	NATIONAL BOND & TRUST COMP	BONDS PURCHASED/SALARIES AND WA	36.33 8139	BONDS PURCHASED - APRIL 15
200.06-1.1-00484	MARY K. MARTIN	BONDS PURCHASED/SALARIES AND WA	-25.00 000015	PAYROLL
200.06-1.1-00513	NATIONAL BOND & TRUST COMP	BONDS PURCHASED/SALARIES AND WA	36.33 008253	BONDS PAID
200.06-1.1-0460	CHERYL WITTY	BONDS PURCHASED/SALARIES AND WA	-11.33 008136	PAYROLL
200.06-1.1-0489	CHERYL WITTY	BONDS PURCHASED/SALARIES AND WA	-11.33 000025	PAYROLL
		TOTAL= .00		
200.07-1.1-00455	MARY K. MARTIN	HEALTH INSURANCE/SALARIES AND W	-4.41 008126	PAYROLL
200.07-1.1-00484	MARY K. MARTIN	HEALTH INSURANCE/SALARIES AND W	-4.41 000015	PAYROLL
200.07-1.1-00554	FRANK B. HALL CONSULTING C	HEALTH INSURANCE/SALARIES AND W	80.00 008283	INSURANCE
		TOTAL= 71.18		
		---TOTAL AMOUNT OF CLAIMS---	69960.19	

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

08 MAY 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
	00520	NORTHWESTERN INDIANA TELEPHO	128.22	08 MAY 89	DEMOTTE TELEPHONE	
	00521	NIPSCO	352.75	08 MAY 89	DEMOTTE UTILITIES	
	00522	A.E. BOYCE CO., INC.	378.77	08 MAY 89	COMPUTER CHECKS	
	00523	AMERICAN GUIDANCE SERVICE IN	57.51	08 MAY 89	BOOKFINDER VOLUME SET	
	00524	APOLLO ENGINEERING, INC.	447.72	08 MAY 89	FLORESCENT LIGHTS-DEM. & REN	
	00525	BAKER & TAYLOR	185.55	08 MAY 89	BOOKS	
	00526	BAKER & TAYLOR	1506.76	08 MAY 89	BOOKS, & SUBS.	
	00527	BRODART CO.	1245.80	08 MAY 89	SYSDAC TAPE & CARDS	
	00528	SOFTWARE-DIRECT DIVISION	10.00	08 MAY 89	SOFTWARE FOR DEMOTTE	
	00529	CENTRAL STATES SALES CORPORA	30.00	08 MAY 89	PROJECTION BULBS & SHIPPING	
	00530	COAST TO COAST	133.97	08 MAY 89	LAWN MOWER & TOILET SEAT FOR	
	00533	DAVIDSON TITLES INC.	13.12	08 MAY 89	BOOKS	
	00534	DEMCO	88.81	08 MAY 89	BOOKS AND EQUIPMENT	
	00536	DAVID DEVRIES	50.00	08 MAY 89	WINDOW WASHING	
	00539		.00	08 MAY 89		
	00540	DEYOUNG PLUMB, HTG, & AIR CO	190.85	08 MAY 89	REPAIR AT WHEATFIELD	
	00541	DYKE'S ELECTRIC INC.	76.67	08 MAY 89	REPAIR LIGHT SWITCH AT RENSS	
	00542		.00	08 MAY 89		
	00544	LYNN DAUGHERTY	41.80	08 MAY 89	MILEAGE	
	00545	EDUCATION ALLIANCE	819.00	08 MAY 89	4.4 COMPUTER	
	00546	EDUCATION RECORD CENTER	126.48	08 MAY 89	NONPRINTED MATERIALS	
	00547	CHARLOTTE FAGEN	41.60	08 MAY 89	VARIOUS	
	00548	FASE'S	6.00	08 MAY 89	BELTS FOR RENSSELAER	
	00550	GAYLORD BROS.	56.25	08 MAY 89	4.4- CORRO-FOLDING-DEMOTTE	
	00551	: FORT WAYNE HILTON	112.00	08 MAY 89	HOTEL RESERVATIONS FOR ILA M	
	00553		.00	08 MAY 89		
	00554	FRANK B. HALL CONSULTING CO.	360.00	08 MAY 89	INSURANCE	
	00555	H. W. WILSON COMPANY	342.00	08 MAY 89	SUBSCRIPTIONS	
	00556	HARVEY'S	8.58	08 MAY 89	MASKING TAPE, CRAFT SUPPLIES	
	00557	HERITAGE OFFICE PRODUCTS, IN	77.01	08 MAY 89	OFFICE SUPPLIES	
	00558	HOME HEALTH EDUCATION SERVIC	422.50	08 MAY 89	BIBLE STORIES - 10 VOLUMES	
	00559	HOOK'S	56.91	08 MAY 89	LIBRARY SUPPLIES, NONPRINTED	
	00560	HOOK'S	30.00	08 MAY 89	SUNDAY PAPERS	
	00562	INGRAM	1229.91	08 MAY 89	VIDEOCASSETTES	
	00563	AMERICAN LIBRARY ASSOCIATION	71.00	08 MAY 89	ALA CONFERENCE GUNNELLS	
	00564	MARY K. MARTIN	33.60	08 MAY 89	MILEAGE	
	00565	SHIRLEY MARSHALL	10.00	08 MAY 89	2.41 SUMMER READING	
	00566	MONROE SYSTEMS FOR BUSINESS,	286.37	08 MAY 89	COPIER PAPER	
	00567	NATIONAL BUSINESSWOMEN'S LEA	59.00	08 MAY 89	PROFESSIONAL MEETING	
	00568	OJSERKIS	110.00	08 MAY 89	JANITORIAL SUPPLIES	
	00569	OOMS DISPOSAL SERVICE INC.	11.50	08 MAY 89	TRASH PICK UP AT DEMOTTE	
	00570	POSTMASTER GENERAL	110.00	08 MAY 89	POSTAGE	
	00571	QUALITY BOOKS INC.	2157.61	08 MAY 89	BOOKS AND VHS	
	00572	QUILL	29.98	08 MAY 89	INTERDEPARTMENT ENVELOPES	
	00573	SECURITY COURIERS, INC.	330.00	08 MAY 89	TRANSPORT SERVICE	
	00574	CULLIGAN'S	14.95	08 MAY 89	COBLER RENTAL AT RENSSELAER	
	00575	WALLMANN'S	31.71	08 MAY 89	JANITORIAL SUPPLIES	
	00576	CHERYL WITTY	33.80	08 MAY 89	MILEAGE	
	00577	CHERYL A. WITTY	43.70	08 MAY 89	REIMBURSEMENT	
	00579	UPSTART	71.99	08 MAY 89	BOOKMARKS AND BOOKBAGS	
	00580	TROLL ASSOCIATES INC.	49.90	08 MAY 89	SUMMER READING SUPPLIES	
	00581	SILVER BURDETT PRESS	19.05	08 MAY 89	BOOKS	
	00582	UNITED TELEPHONE COMPANY	241.91	08 MAY 89	RENS. AND WHEATFIELD	

--TOTAL AMOUNT OF CLAIMS--

12,232.61

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

April 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	61	79	40
Received	48	64	32
Outstanding	13	15	8
INTRALIBRARY LOANS			
Filled	73	56	62
REGISTRATION			
Borrowers added			
Resident	70	75	18
Non-resident	7		
fee			
Expired cards	130		
Total Registered	11776		
REFERENCE QUESTIONS			
Telephone			
Directional	41	33	70
Reference	73	107	52
In-person			
Directional	83	14	58
Reference	109	294	89
Total	306	448	269
LOCAL HISTORY			
In person	8		
Microfilms used	7		
Letters	4		

CIRCULATION STATISTICS

[illegible]

JUNE

AGENDA.....6/12/89

Regular Board Meeting
Jasper County Public Library
Board of Trustees

- 1) Call to order welcome of new member presentation
- 2) Minutes
- 3) Bills/Financial Statements
 - 3.1 Bills/Payroll
 - 3.2 Financial Statement; regular audit; lock box
- 4) Director's Report
 - 4.1 Personnel items
 - 4.2 Statistical report
 - 4.3 Annual evaluation
 - 4.4 Jasper County Fact Book
- 5) Unfinished business
 - 5.1 Videotape cabinet
 - 5.2 Feasibility study
 - 5.3 Library Cards
 - 5.4 Demotte sign; friends donation
 - 5.5 ALA Dallas; Trustee workshop, Indianapolis, 6/3;
Budge Clinic, Crown Point, 6/8.
- 6) New Business: budget committee
- 7) Miscellaneous Business
- 8) Adjournment

Jasper County Public Library
Board of Trustees
Regular Meeting
5/8/89
Rensselaer Library
7:00 P. M.

The meeting was called to order by Board President Wil Doty and the following members were present: Wil Doty, Marge Hohner, Miriam Lawyer, Barb Leestma, and Bob Souza. Member Mary Linda Casey came later and member Frank Wright was absent. Also attending was Danny Gunnells, Library Director and Cheryl Witty, administrative assistant. Jennifer Langlois, Wheatfield Librarian was introduced at the beginning of the meeting and then left.

The minutes were approved as submitted on a motion by Lawyer and a second by Souza.

The bills to be paid and the monthly financial report were examined and discussed. Casey made a motion to approve the list of bills to be paid and the claims but not the financial report. This was seconded by Lawyer and after some discussion was approved.

Gunnells asked the Board to appoint him as INCOLSA Director and NIALSA Director representing the Library in these two cooperative organizations. Casey made a motion that in the future the Library Director have these included as part of the job description. The motion was seconded by Souza and approved unanimously.

Gunnells stated that he was a notary and had transferred his appointment and bond to Jasper County and would be glad to serve as a notary for patrons of the Library System. After some discussion it was suggested that Notarial and Voter Registration services be available at all locations and that someone in addition to Gunnells be available to serve at Rensselaer so that service would be available when he was out of the office. This was approved without a motion. Hours of service and outside lighting at each location were discussed but no particular action was taken at this time.

The business of a replacement for Mr. Frank Wright on the Library Board was discussed and Gunnells explained what had been requested of him by the Rensselaer Central School Board and handed out a copy of a letter to be sent by him in response if the Board had no further information to add to the letter. He was directed to send the letter as submitted. He was also directed to obtain a plaque for Mr. Wright in appreciation of his service to the community.

during his tenure on the Board. The plaque was approved after a motion by Lawyer and a second by Hohner.

Casey asked about the status of the videotape cabinet in the reading room at the Rensselaer Library. Gunnells promised to look further into the matter and report at the next meeting.

The matter of bids for repair work on the Rensselaer Library was brought up for further discussion after tabling at the last meeting. After discussion a motion was made to spend money allocated for such repairs on a feasibility study done with the aid of a library consultant. The study was to include considering expanding, remodelling, or replacing the Rensselaer Library and expanding the Demotte Library. No more than the amount set aside for the repairs at Rensselaer was to be spent on this study. A motion was made by Leestma and second by Lawyer and approved unanimously. Gunnells was directed to begin contacting consultants who might be interested in the project and to report back at the next meeting.

Casey reported on the committee working to assemble a letter of achievement and accomplishment and recommendation to be placed in the permanent file of former Director Cathy Salyers. The committee was to continue work on this project.

The Board suggested that Library Cards made for patrons in the future should read "Jasper County Public Libraries" rather than "Rensselaer Public Library."

Gunnells was directed to look into the faded color of tiles in the entrance of the Wheatfield Library. He was also to examine the entries in the local phone books and have them read "Jasper County Public Libraries--Demotte Library

Rensselaer Library

Wheatfield Library

along with phone numbers and addresses in any future phone books.

Also discussed was participation by Trustees and staff members in the annual Budget Clinic on June 8th, at Crown Point; the annual State Library Trustee workshop in Indianapolis, on June 3rd; and the American Library Association summer meeting in Dallas, Texas, on 23rd to 27th of June. Trustees interested in going to any of these were to contact Gunnells to make arrangements, reservations, etc.

There being no further business for discussion the meeting was adjourned on a motion by Casey and a second by Hohner.

DISBURSMENT LIST
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 06 JUN 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
008316	00589	INDIANA DEFERRED COMPENSATIO	115.00	15 MAY 89	MAY 15TH,1989 PAYROLL-DEFERR	X
008317	00590	NATIONAL BOND & TRUST COMPAN	61.33	15 MAY 89	BONDS PURCHASED	X
008318	00594	BANK ONE	2567.47	15 MAY 19	DEPOSITORY RECEIPT FOR MAY 1	X
000042	00595	MARY K. MARTIN	631.37	15 MAY 89	PAYROLL	X
000028	0596	JULIE BRAY	555.07	15 MAY 89	PAYROLL	X
000033	0597	CHARLOTTE FAGEN	428.40	15 MAY 89	PAYROLL	X
000047	0598	SHARON SCHULENBERG	395.48	15 MAY 89	PAYROLL	X
000049	0599	JILL TACHTIRIS	318.81	15 MAY 89	PAYROLL	X
000052	0600	CHERYL WITTY	365.57	15 MAY 89	PAYROLL	X
000039	0601	JOAN KOPANDA	263.60	15 MAY 89	PAYROLL	X
000051	0602	DIANE WIERS	311.44	15 MAY 89	PAYROLL	X
000032	0603	MARY DUGGLEBY	335.45	15 MAY 89	PAYROLL	X
000044	0604	KATHLEEN PADGITT	336.78	15 MAY 89	PAYROLL	X
000045	0605	BONNIE POWELL	262.68	15 MAY 89	PAYROLL	X
000029	0606	GLENDA BROWN	365.60	15 MAY 89	PAYROLL	X
000031	0607	COLLEEN DONNELLY	53.42	15 MAY 89	PAYROLL	X
000035	0608	HEIRONIMUS, CHERYL	57.90	15 MAY 89	PAYROLL	X
000036	0609	ROSE HOWARD	198.84	15 MAY 89	PAYROLL	X
000037	0610	MAIA KINGMAN	50.97	15 MAY 89	PAYROLL	X
000038	0611	DIANA KODY	66.95	15 MAY 89	PAYROLL	X
000041	0612	LISA LINTNER	53.42	15 MAY 89	PAYROLL	X
000043	0613	RYAN MORELAND	55.87	15 MAY 89	PAYROLL	X
000046	0614	ALISA RUDE	53.42	15 MAY 89	PAYROLL	X
000048	0615	EILEEN SPURGEON	73.99	15 MAY 89	PAYROLL	X
000050	0616	ELIZABETH THONE	72.52	15 MAY 89	PAYROLL	X
000053	0617	DANIEL L. WITTY	85.99	15 MAY 89	PAYROLL	X
000030	0618	LYNN DAUGHERTY	602.46	15 MAY 89	PAYROLL	X
000040	0619	JENNIFER LANGLOIS	672.04	15 MAY 89	PAYROLL	X
000034	0620	DANNY GUNNELLS	977.46	15 MAY 89	PAYROLL	X
ADJ. ENTR	0621	NIALSA	-12.00	23 MAY 89	CANCELLATION OF NIALSA PROGR	X
0008319	00622	INDIANA STATE LIBRARY	40.00	23 MAY 89	STATE TRUSTEES MEETING	X
0008320	00623	WORLD OF TRAVEL, INC.	218.00	23 MAY 89	TICKETS TO ALA CONVENTION-LA	X
0008321	00624	AMERICAN LIBRARY ASSOCIATION	138.00	23 MAY 89	REGISTRATION FOR ALA CONVENT	X
0008322	00625	FOLUSA/ALA	44.00	23 MAY 89	MEETING REGISTRATION-ALA CON	X
0008323	00626	ALA/ALTA	50.00	23 MAY 89	MEETING REGISTRATION-ALA CON	X
0008324	00627	ALTA OFFICE	100.00	23 MAY 89	MEETING REGISTRATION-ALA CON	X
0008325	00628	GEORGE STRATTON, MICH.CITY P	40.00	23 MAY 89	NILBA REGISTRATION	X
CHECK CHG	00629	DEMOTTE STATE BANK	5.73	23 MAY 89	CHARGE FOR CHECKS	X
ADJ. ENTR	00630	BANK ONE	20000.00	23 MAY 89	REPAYMENT OF TEMPORARY LOAN	X
000069	00631	MARY K. MARTIN	631.37	31 MAY 89	PAYROLL	X
000054	0632	JULIE BRAY	555.07	31 MAY 89	PAYROLL	X
000060	0633	CHARLOTTE FAGEN	428.40	31 MAY 89	PAYROLL	X
000074	0634	SHARON SCHULENBERG	395.48	31 MAY 89	PAYROLL	X
000076	0635	JILL TACHTIRIS	318.81	31 MAY 89	PAYROLL	X
000079	0636	CHERYL WITTY	365.57	31 MAY 89	PAYROLL	X
000066	0637	JOAN KOPANDA	263.60	31 MAY 89	PAYROLL	X
000078	0638	DIANE WIERS	311.44	31 MAY 89	PAYROLL	X
000068	0639	MARY DUGGLEBY	335.45	31 MAY 89	PAYROLL	X

DISBURSMENT LIST
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
06 JUN 89

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
000071	0640	KATHLEEN PADGITT	336.78	31 MAY 89	PAYROLL	X
000072	0641	BONNIE POWELL	262.68	31 MAY 89	PAYROLL	X
000055	0642	GLENDIA BROWN	365.60	31 MAY 89	PAYROLL	X
000058	0643	COLLEEN DONNELLY	63.21	31 MAY 89	PAYROLL	X
000062	0644	HEIRONIMUS, CHERYL	57.90	31 MAY 89	PAYROLL	X
000063	0645	ROSE HOWARD	166.31	31 MAY 89	PAYROLL	X
000064	0646	MAIA KINGMAN	60.76	31 MAY 89	PAYROLL	X
000065	0647	DIANA KOOY	100.42	31 MAY 89	PAYROLL	X
000068	0648	LISA LINTNER	65.67	31 MAY 89	PAYROLL	X
000070	0649	RYAN MORELAND	55.87	31 MAY 89	PAYROLL	X
000073	0650	ALISA RUDE	50.97	31 MAY 89	PAYROLL	X
000075	0651	EILEEN SPURGEON	120.24	31 MAY 89	PAYROLL	X
000077	0652	ELIZABETH THONE	83.09	31 MAY 89	PAYROLL	X
000080	0653	DANIEL L. WITTY	72.03	31 MAY 89	PAYROLL	X
000057	0654	MARTHA L. DAUGHERTY	430.10	31 MAY 89	PAYROLL	X
000056	0655	LYNN DAUGHERTY	602.46	31 MAY 89	PAYROLL	X
000067	0656	JENNIFER LANGLOIS	672.04	31 MAY 89	PAYROLL	X
000061	0657	DANNY GUNNELLS	977.46	31 MAY 89*	PAYROLL	X
008326	0658	INDIANA DEFERRED COMPENSATIO	115.00	31 MAY 89	WITHHOLDING 5-31-89	X
008327	00659	NATIONAL BOND & TRUST COMPAN	61.33	31 MAY 89	WITHHOLDING 5-31-89	X
008328	00660	BANK ONE	2727.35	31 MAY 89	FED.TAXES & FICA--WITHHELD 5	X
008329	00661	INDIANA DEPARTMENT OF REVENUE	845.05	31 MAY 89	STATE & COUNTY TAXES WITHHEL	X
	00662	CITY OF RENSSELAER	274.86	12 JUN 89	RENSSELAER UTILITIES	
	00663	A.E. BOYCE CO., INC.	405.84	12 JUN 89	PAYROLL CHECKS	
	00665	AMERICAN FLETCHER NATIONAL B	8375.00	12 JUN 89	WHEATFIELD BOND PAYMENT--INT	
	00666	AMERICAN RED CROSS	21.00	12 JUN 89	BOOKS	
	00667	ASSOCIATED LIBRARIES, INC.	340.53	12 JUN 89	BOOKS	
	00668	AUSTIN BOOK SALES	283.16	12 JUN 89	BOOKS	
	00669	BAKER & TAYLOR	115.86	12 JUN 89	BOOKS	
	00670	BAKER & TAYLOR	4232.83	12 JUN 89	BOOKS	
	00671	JULIE BRAY	17.00	12 JUN 89	MILEAGE TO AND FROM SEMINAR	
	00672	BRODART CO.	157.90	12 JUN 89	SYSDAC TAPE	
	00673	CDN-WAY CENTRAL EXPRESS	59.46	12 JUN 89	FREIGHT ON CHAIRS FROM HIGHS	
	00674	CHILDRENS PRESS	61.00	12 JUN 89	BOOKS	
	00675	COAST TO COAST	68.33	12 JUN 89	SAW & REFINISHING SUP.-R	
	00676	CONSOLIDATED INSURANCE AGENC	100.00	12 JUN 89	BOND--GUNNELLS	
	00677	DAVIDSON TITLES INC.	1270.01	12 JUN 89	BOOKS	
	00678	DEMCO	50.78	12 JUN 89	MISC. ITEMS	
	00679	DEMOTTE STATE BANK	431.25	12 JUN 89	DEMOTTE BOND PAYMENT--6/30/8	
	00680	DEMOTTE STATE BANK	25.00	12 JUN 89	DEMOTTE BOND PAYMENT--6/30/8	
	00681	EBSCO SUBSCRIPTION SERVICES	33.93	12 JUN 89	MAGAZINE SUBSCRIPTIONS	
	00682	FACTS ON FILE, INC.	797.36	12 JUN 89	BOOKS	
	00685	CHARLOTTE FAGEN	27.27	12 JUN 89	MILEAGE & CONFERENCE MEALS	
	00686	DAN FAGEN	45.00	12 JUN 89	MOWING AT DEMOTTE	
	00687	GRDLIER EDUCATIONAL CORP.	196.50	12 JUN 89	BOOKS	
	00688	HAMSTRA GROUP, INC.	27.50	12 JUN 89	REPAIRS AT WHEATFIELD	
	00689	HERITAGE OFFICE PRODUCTS, IN	250.69	12 JUN 89	PLAQUE & OFFICE SUPPLIES	
	00690	WISCONSIN CO. INC.	915.70	12 JUN 89	CHAIRS-OR & CONTACT	

PAGE 3

DISBURSMENT LIST
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
06 JUN 89

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
	00691	THE INDIANA CIVIL LIBERTIES	75.00	12 JUN 89	BOOKS	
	00692	INCOLSA	50.00	12 JUN 89	MEMBERSHIP DUES 1989	
	00693	INGRAM	262.19	12 JUN 89	VIDEOS	
	00694	KANKAKEE VALLEY POST NEWS	45.00	12 JUN 89	AD FOR ART SHOW AT DEMOTTE L	
	00695	JOAN KOPANDA	50.00	12 JUN 89	MILEAGE TO ILA CONF. AT FT.	
	00696	LIVE OAK MEDIA	95.76	12 JUN 89	AUDIO CASSETTES	
	00697	MARSHALL CAVENDISH CORPORATI	210.95	12 JUN 89	BOOKS	
	00698	MUSIC WHOLESALERS	123.51	12 JUN 89	RECORDS	
	00699	DOMS DISPOSAL SERVICE INC.	11.50	12 JUN 89	TRASH PICK-UP-DEMOTTE	
	00700	PUBLIC EMPLOYEES' RETIREMENT	357.00	12 JUN 89	FEE FOR ACTUARIAL SURVEY	
	00701	POSTMASTER GENERAL	195.00	12 JUN 89	POSTAGE	
	00702	QUALITY BOOKS INC.	75.23	12 JUN 89	BOOKS	
	00703	QUILL	240.49	12 JUN 89	OFFICE SUPPLIES & EQUIPMENT	
	00705	R W POOL CO., INC.	192.30	12 JUN 89	JANITORIAL SUPPLIES	
	00706	TEETERS CULLIGAN	34.30	12 JUN 89	COOLER RENTAL & WATER	
	00707	UNITED SUPPLY CO. INC.	37.54	12 JUN 89	CRAFT SUPPLIES-CHILDREN'S RD	
	00708	WALLMANN'S	19.74	12 JUN 89	JANITORIAL SUPPLIES-RENSSELA	
	00709	DIANE WIERS	9.60	12 JUN 89	MILEAGE TO SEE BOOK SALESMAN	
	00710	CHERYL WITTY	21.31	12 JUN 89	REIMBURSEMENT OF DEMOTTE PET	
	00711	JILL TACHTIRIS	77.70	12 JUN 89	ROOM & MEALS AT ILA CONFEREN	
	00712	JENNIFER LANGLOIS	16.41	12 JUN 89	MEALS AT ILA CONFERENCE	
	00713	UNITED TELEPHONE COMPANY	279.16	12 JUN 89	RENSSELAER TELEPHONE	
	00714	VAN STRICKLIN	20.00	12 JUN 89	REPAIR TELEPHONE & VIDEOCASS	
	00715	TYSEN'S COUNTRY GROCERY, INC	19.53	12 JUN 89	JANITORIAL SUP.-D & LIBRARY	
	00716	NORTHWESTERN INDIANA TELEPHO	150.26	12 JUN 89	DEMOTTE TELEPHONE	
	00717	NIPSCO	284.24	12 JUN 89	DEMOTTE UTILITIES	
	00718	AFOLLO ENGINEERING, INC.	398.92	12 JUN 89	FLOURSCENT BULBS	
	00719	SECURITY COURIERS, INC.	357.50	12 JUN 89	TRANSPORT	
	00720	NIPSCO	345.89	12 JUN 89	WHEATFIELD UTILITIES	

--TOTAL AMOUNT OF CLAIMS-- 65550.33

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

MAY 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	63	66	8
Received	52	55	6
Outstanding	11	11	2
INTRALIBRARY LOANS			
Filled	52	17	50
REGISTRATION			
Borrowers added			
Resident	92	88	44
Non-resident	7		
fee			
Expired cards	110		
Total Registered	11832		
REFERENCE QUESTIONS			
Telephone			
Directional	37	38	92
Reference	75	95	74
In-person			
Directional	65	12	81
Reference	110	267	142
Total	287	412	389
LOCAL HISTORY			
In person	2		
Microfilms used	4		
Letters			

TO: Danny Gunnells
FROM: Mary K. Martin *mk*
RE: Work load at Rensselaer and 1990 budget

DATE: 27 April 1989

Since you will soon begin working on the 1990 budget for the Jasper County Public Library, I have a request pertinent not only to Rensselaer Public Library but to the whole system.

We have incorporated positions here at Rensselaer until we have reached a point that no staff member can shoulder any extra responsibilities. In my own interest and in the system's interest, I request that the Headquarters Librarian and the Technical Services Librarian positions be divided again. These two jobs were put together approximately a year and a half ago, and one person simply cannot do justice to either set of tasks. I know that I sound self-serving as I am the person handling these duties, but I am willing to take either the Technical Services duties or the administrative duties if the division is made. I have no preference in tasks, and would willingly help a new administrator should that be the decision of the board or yourself.

I have spoken to Lynn Daugherty about this request, and she is well aware of the complexity of the two positions and the frustrations I feel at not being able to excel in either one.

I will gladly discuss this with you as time allows and budget preparations draw near. Thank you!

257,223.84
201,204.27
50,019.57

FINANCIAL REPORT BY FUND
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
07 JUN 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	99136.46	1381.47	203389.47	56637.18	251223.84	43880.75
	GIFT FUNDS						
110.01	DEMDTTE GIFT FUND	1899.95	.00	2874.90	60.05	3338.77	1839.90
110.02	RENSSELAER GIFT FUND	392.24	.00	743.07	37.35	1388.66	354.89
110.03	WHEATFIELD GIFT FUND	1083.69	54.00	1501.69	.00	1285.82	1137.69
	BOND AND INTEREST						
120.01	DEMDTTE BOND AND INTEREST	4343.38	.00	4343.38	456.25	3881.39	3887.13
120.02	WHEATFIELD BOND AND INTEREST	16337.81	.00	16337.81	8375.00	62160.37	7962.81
130	LIRF FUND	5362.24	20000.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMDTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMDTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CD TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	35.77	.00	.00	-15.50	29.22	51.27
-TOTAL ALL FUNDS-		328711.54	21435.47	374830.91	65550.33	447966.42	284596.68

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
07 JUN 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	5909.16	24090.84
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	17336.41	85463.56	120036.44
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	616.33	3013.97	7186.03
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1557.91	8493.08	10006.92
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	434.29	1415.71
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	357.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	411.57	924.20	-174.20
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	318.40	1271.06	2028.94
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	619.82	2088.24	1661.76
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	54.34	167.70	582.30
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	.00	300.00
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	249.19	3262.11	3737.89
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	541.49	2958.51
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	1787.50	1212.50
3.21	TELEPHONE	6500.00	.00	6500.00	429.42	2686.12	3813.88
3.22	POSTAGE	2500.00	.00	2500.00	196.98	989.45	1510.55
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	83.00	656.20	3343.80
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	732.98	2231.48	3768.52
3.25	FREIGHT	150.00	.00	150.00	59.46	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	407.72	-507.72
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	100.00	550.00	50.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4492.00	2508.00
3.51	GAS	6000.00	.00	6000.00	181.89	3413.29	2586.71
3.52	ELECTRICITY	15000.00	.00	15000.00	703.81	4807.32	10192.68
3.53	WATER	500.00	.00	500.00	10.63	79.02	420.98
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	13.06	80.36	319.64
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	27.50	1612.53	2887.47
3.62	EQUIPMENT	1000.00	.00	1000.00	20.00	193.28	806.72
3.72	EQUIPMENT	400.00	.00	400.00	29.90	1407.95	-1007.95
3.91	DUES	750.00	.00	750.00	50.00	175.00	575.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	56.50	2259.00	5241.00
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	800.66	4265.03	15734.97
4.51	BOOKS	95000.00	.00	95000.00	7943.89	23479.07	71520.93
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	33.93	10847.60	4152.40
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	493.44	2522.08	13077.92
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	8871.92	5934.00
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	.00	1600.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	36637.18	201204.27	389657.97

REGISTER OF RECEIPTS

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

07 JUN 89

PAGE 1

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
17 MAY 89	5217	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	40.35	DEMOTTE FINES
15 MAY 89	5223	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	85.25	DEMOTTE FINES
19 MAY 89	5230	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	54.45	DEMOTTE FINES
26 MAY 89	5234	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	53.75	DEMOTTE FINES
17 MAY 89	5218	DEMOTTE PHOTOCOPIES	341.2 OPERATING FUND/PHOTOCOPIES	50.30	DEMOTTE COPIES
17 MAY 89	5221	RENSSELAER COPIES	341.2 OPERATING FUND/PHOTOCOPIES	64.05	RENSSELAER COPIES
15 MAY 89	5224	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	79.30	DEMOTTE PHOTOCOPIES
19 MAY 89	5231	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	31.90	DEMOTTE PHOTOCOPIES
26 MAY 89	5235	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	35.80	DEMOTTE PHOTOCOPIES
17 MAY 89	5219	DEMOTTE CARDS	341.3 OPERATING FUND/CARDS	20.00	DEMOTTE CARDS
19 MAY 89	5232	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
26 MAY 89	5236	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
17 MAY 89	5220	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	127.40	RENSSELAER FINES
26 MAY 89	5237	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	191.52	RENSSELAER FINES
02 JUN 89	5244	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	126.93	RENSSELAER FINES
03 MAY 89	5238	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	72.80	RENSSELAER PHOTOCOPIES
02 JUN 89	5245	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	43.20	RENSSELAER PHOTOCOPIES
17 MAY 89	5222	RENSSELAER CARDS	342.3 OPERATING FUND/CARDS	1.00	RENSSELAER CARDS
26 MAY 89	5239	MISC. INCOME	342.3 OPERATING FUND/CARDS	10.50	RENSSELAER CARDS
15 MAY 89	5225	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	83.52	WHEATFIELD FINES
02 JUN 89	5240	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	100.80	WHEATFIELD FINES
15 MAY 89	5226	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	64.60	WHEATFIELD PHOTOCOPIES
02 JUN 89	5241	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	40.55	WHEATFIELD PHOTOCOPIES
15 MAY 89	5227	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.00	WHEATFIELD CARDS
02 JUN 89	5242	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.50	WHEATFIELD CARDS
15 MAY 89	5228	CASH SALE	343.4 WHEATFIELD GIFT FUND/BOOK SALES	4.00	SALE OF FACTBOOKS
15 MAY 89	5229	GRACE BIBLE CHURCH	364.1 WHEATFIELD GIFT FUND/DONATIONS	20.00	UNDESIGNATED GIFT
02 JUN 89	5243	CASH DONATION	364.1 WHEATFIELD GIFT FUND/DONATIONS	30.00	UNDESIGNATED GIFT
23 MAY 89	5233	INTER-FUND LOAN	393.3 LIRF FUND/TEMPORARY LOAN FROM LIRF	20000.00	REPAYMENT OF TEMPORARY LOAN
--TOTAL AMOUNT OF RECEIPTS--				21435.47	

(-----BANK BALANCES-----)
DATE {07 JUN 89}

A1 {BANK ONE CHECKING	}	B1 {	68774.11}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	1523.94}
A5 {DEMOTE STATE BANK	}	B5 {	936.83}
A6 {INDIANA FEDERAL	}	B6 {	9376.36}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	3985.44}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	284596.68}

FINANCIAL REPORT BY FUND

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

09 JUN 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	99136.46	4101.11	206109.11	57315.28	251901.94	45922.29
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	1899.95	-10.71	2864.19	66.03	3344.75	1823.21
110.02	RENSSELAER GIFT FUND	392.24	-5.04	738.03	37.35	1388.66	349.85
110.03	WHEATFIELD GIFT FUND	1083.69	49.59	1497.28	.00	1285.82	1133.28
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	4343.38	.00	4343.38	456.25	3881.39	3887.13
120.02	WHEATFIELD BOND AND INTEREST	16337.81	.00	16337.81	8375.00	62160.37	7962.81
130	LIRF FUND	5362.24	20000.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CD TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	35.77	.00	.00	-15.50	29.22	51.27
-TOTAL ALL FUNDS-		328711.54	24134.95	377530.39	66234.41	448650.50	286612.08

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
09 JUN 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATI BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	5909.16	24090.84
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	17336.41	85463.56	120036.44
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	616.33	3013.97	7186.03
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1557.91	8493.08	10006.92
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	434.29	1415.71
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	357.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	417.47	930.10	-180.10
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	319.38	1272.04	2027.96
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	619.82	2088.24	1661.76
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	54.34	167.70	582.30
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	10.36	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	249.19	3262.11	3737.89
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	541.49	2958.51
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	1787.50	1212.50
3.21	TELEPHONE	6500.00	.00	6500.00	505.00	2761.70	3738.30
3.22	POSTAGE	2500.00	.00	2500.00	197.85	990.32	1509.68
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	403.20	976.40	3023.60
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	997.19	2495.69	3504.31
3.25	FREIGHT	150.00	.00	150.00	59.46	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	907.72	-507.72
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	100.00	550.00	50.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4492.00	2508.00
3.51	GAS	6000.00	.00	6000.00	181.89	3413.29	2586.71
3.52	ELECTRICITY	15000.00	.00	15000.00	703.81	4807.32	10192.68
3.53	WATER	500.00	.00	500.00	10.63	79.02	420.98
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	13.06	80.36	319.64
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	27.50	1612.53	2887.47
3.62	EQUIPMENT	1000.00	.00	1000.00	20.00	193.28	806.72
3.72	EQUIPMENT	400.00	.00	400.00	29.90	1407.95	-1007.95
3.91	DUES	750.00	.00	750.00	50.00	175.00	575.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	56.50	2259.00	5241.00
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	800.66	4265.03	15734.97
4.51	BOOKS	95000.00	.00	95000.00	7943.89	23479.07	71520.93
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	33.93	10847.60	4152.40
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	493.44	2522.08	13077.92
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	8871.92	5934.00
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	.00	1600.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	37315.28	201882.37	388979.87

REGISTER OF RECEIPTS
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
12 JUN 89

PAGE 1

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
17 MAY 89	5217	DEMOTTE FINES	341.1 OPERATING FUND/FINES AND FEES	40.35	DEMOTTE FINES
15 MAY 89	5223	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	85.25	DEMOTTE FINES
19 MAY 89	5230	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	54.45	DEMOTTE FINES
26 MAY 89	5234	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	53.75	DEMOTTE FINES
01 JUN 89	5246	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	37.95	DEMOTTE FINES
07 JUN 89	5249	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	59.60	DEMOTTE FINES
17 MAY 89	5218	DEMOTTE PHOTOCOPIES	341.2 OPERATING FUND/PHOTOCOPIES	50.30	DEMOTTE COPIES
17 MAY 89	5221	RENSSELAER COPIES	341.2 OPERATING FUND/PHOTOCOPIES	64.05	RENSSELAER COPIES
15 MAY 89	5224	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	79.30	DEMOTTE PHOTOCOPIES
19 MAY 89	5231	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	31.90	DEMOTTE PHOTOCOPIES
26 MAY 89	5235	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	35.80	DEMOTTE PHOTOCOPIES
01 JUN 89	5247	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	33.75	DEMOTTE PHOTOCOPIES
07 JUN 89	5250	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	64.80	DEMOTTE PHOTOCOPIES
17 MAY 89	5219	DEMOTTE CARDS	341.3 OPERATING FUND/CARDS	20.00	DEMOTTE CARDS
19 MAY 89	5232	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
26 MAY 89	5236	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
01 JUN 89	5248	MISC. INCOME	341.3 OPERATING FUND/CARDS	2.50	DEMOTTE CARDS
07 JUN 89	5251	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
17 MAY 89	5220	RENSSELAER FINES	342.1 OPERATING FUND/FINES AND FEES	127.40	RENSSELAER FINES
26 MAY 89	5237	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	191.52	RENSSELAER FINES
02 JUN 89	5244	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	126.93	RENSSELAER FINES
09 JUN 89	5252	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	101.52	RENSSELAER FINES
26 MAY 89	5238	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	72.80	RENSSELAER PHOTOCOPIES
02 JUN 89	5245	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	43.20	RENSSELAER PHOTOCOPIES
09 JUN 89	5253	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	59.55	RENSSELAER PHOTOCOPIES
17 MAY 89	5222	RENSSELAER CARDS	342.3 OPERATING FUND/CARDS	1.00	RENSSELAER CARDS
26 MAY 89	5239	MISC. INCOME	342.3 OPERATING FUND/CARDS	10.50	RENSSELAER CARDS
09 JUN 89	5254	MISC. INCOME	342.3 OPERATING FUND/CARDS	11.00	RENSSELAER CARDS
15 MAY 89	5225	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	83.52	WHEATFIELD FINES
02 JUN 89	5240	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	100.80	WHEATFIELD FINES
15 MAY 89	5226	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	64.60	WHEATFIELD PHOTOCOPIES
02 JUN 89	5241	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	40.55	WHEATFIELD PHOTOCOPIES
15 MAY 89	5227	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.00	WHEATFIELD CARDS
02 JUN 89	5242	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.50	WHEATFIELD CARDS
09 JUN 89	5261	INDIANA FEDERAL	361.2 OPERATING FUND/CERT OF DEPOSIT	2300.00	INTEREST ON 100000.00 CI
DA					
09 JUN 89	5255	INDIANA NATIONAL BANK	361.3 OPERATING FUND/HI FI ACCOUNTS	-.84	TO CORRECT RECEIPT #5203
09 JUN 89	5259	INDIANA NATIONAL BANK	361.3 OPERATING FUND/HI FI ACCOUNTS	21.00	APRIL 1989 INTEREST
09 JUN 89	5260	INDIANA NATIONAL BANK	361.3 OPERATING FUND/HI FI ACCOUNTS	21.70	MAY 1989 INTEREST
09 JUN 89	5262	FIRST OF AMERICA	361.3 OPERATING FUND/HI FI ACCOUNTS	6.61	MAY 15, 1989 INTEREST
09 JUN 89	5258	INDIANA NATIONAL BANK	361.3 DEMOTTE GIFT FUND/HI FI ACCOUNTS	-10.71	TO CORRECT RECEIPT #5206
09 JUN 89	5257	INDIANA NATIONAL BANK	361.3 RENSSELAER GIFT FUND/HI FI ACCOUNTS	-5.04	TO CORRECT RECEIPT #5205
15 MAY 89	5228	CASH SALE	343.4 WHEATFIELD GIFT FUND/BOOK SALES	4.00	SALE OF FACTBOOKS
09 JUN 89	5256	INDIANA NATIONAL BANK	361.3 WHEATFIELD GIFT FUND/HI FI ACCOUNTS	-4.41	TO CORRECT RECEIPT #5204
15 MAY 89	5229	GRACE BIBLE CHURCH	364.1 WHEATFIELD GIFT FUND/DONATIONS	20.00	UNDESIGNATED GIFT
02 JUN 89	5243	CASH DONATION	364.1 WHEATFIELD GIFT FUND/DONATIONS	30.00	UNDESIGNATED GIFT
23 MAY 89	5233	INTER-FUND LOAN	393.3 LIRF FUND/TEMPORARY LOAN FROM LIRF	20000.00	REPAYMENT OF TEMPORARY L

--TOTAL AMOUNT OF RECEIPTS--

24134.95

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000028	0596	JULIE BRAY	555.07	15 MAY 89	PAYROLL
000029	0606	GLENDIA BROWN	365.60	15 MAY 89	PAYROLL
000030	0618	LYNN DAUGHERTY	602.46	15 MAY 89	PAYROLL
000031	0607	COLLEEN DONNELLY	53.42	15 MAY 89	PAYROLL
000032	0603	MARY DUGGLEBY	335.45	15 MAY 89	PAYROLL
000033	0597	CHARLOTTE FAGEN	428.40	15 MAY 89	PAYROLL
000034	0620	DANNY GUNNELLS	977.46	15 MAY 89	PAYROLL
000035	0608	HEIRONIMUS, CHERYL	57.90	15 MAY 89	PAYROLL
000036	0609	ROSE HOWARD	198.84	15 MAY 89	PAYROLL
000037	0610	MAIA KINGMAN	50.97	15 MAY 89	PAYROLL
000038	0611	DIANA KOBY	66.95	15 MAY 89	PAYROLL
000039	0601	JOAN KOPANDA	263.60	15 MAY 89	PAYROLL
000040	0619	JENNIFER LANGLOIS	672.04	15 MAY 89	PAYROLL
000041	0612	LISA LINTNER	53.42	15 MAY 89	PAYROLL
000042	00595	MARY K. MARTIN	631.37	15 MAY 89	PAYROLL
000043	0613	RYAN MORELAND	55.87	15 MAY 89	PAYROLL
000044	0604	KATHLEEN PADGITT	336.78	15 MAY 89	PAYROLL
000045	0605	BONNIE POWELL	262.68	15 MAY 89	PAYROLL
000046	0614	ALISA RUDE	53.42	15 MAY 89	PAYROLL
000047	0598	SHARON SCHULENBERG	395.48	15 MAY 89	PAYROLL
000048	0615	EILEEN SPURGEON	73.99	15 MAY 89	PAYROLL
000049	0599	JILL TACHTIRIS	318.81	15 MAY 89	PAYROLL
000050	0616	ELIZABETH THONE	72.52	15 MAY 89	PAYROLL
000051	0602	DIANE WIERS	311.44	15 MAY 89	PAYROLL
000052	0600	CHERYL WITTY	365.57	15 MAY 89	PAYROLL
000053	0617	DANIEL L. WITTY	85.99	15 MAY 89	PAYROLL
000054	0632	JULIE BRAY	555.07	31 MAY 89	PAYROLL
000055	0642	GLENDIA BROWN	365.60	31 MAY 89	PAYROLL
000056	0655	LYNN DAUGHERTY	602.46	31 MAY 89	PAYROLL
000057	0654	MARTHA L. DAUGHERTY	430.10	31 MAY 89	PAYROLL
000058	0643	COLLEEN DONNELLY	63.21	31 MAY 89	PAYROLL
000059	0639	MARY DUGGLEBY	335.45	31 MAY 89	PAYROLL
000060	0633	CHARLOTTE FAGEN	428.40	31 MAY 89	PAYROLL
000061	0657	DANNY GUNNELLS	977.46	31 MAY 89	PAYROLL
000062	0644	HEIRONIMUS, CHERYL	57.90	31 MAY 89	PAYROLL
000063	0645	ROSE HOWARD	166.31	31 MAY 89	PAYROLL
000064	0646	MAIA KINGMAN	60.76	31 MAY 89	PAYROLL
000065	0647	DIANA KOBY	100.42	31 MAY 89	PAYROLL
000066	0637	JOAN KOPANDA	263.60	31 MAY 89	PAYROLL
000067	0656	JENNIFER LANGLOIS	672.04	31 MAY 89	PAYROLL
000068	0648	LISA LINTNER	65.67	31 MAY 89	PAYROLL
000069	00631	MARY K. MARTIN	631.37	31 MAY 89	PAYROLL
000070	0649	RYAN MORELAND	55.87	31 MAY 89	PAYROLL
000071	0640	KATHLEEN PADGITT	336.78	31 MAY 89	PAYROLL
000072	0641	BONNIE POWELL	262.68	31 MAY 89	PAYROLL
000073	0650	ALISA RUDE	50.97	31 MAY 89	PAYROLL
000074	0634	SHARON SCHULENBERG	395.48	31 MAY 89	PAYROLL
000075	0651	EILEEN SPURGEON	120.24	31 MAY 89	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000076	0635	JILL TACHTIRIS	318.81	31 MAY 89	PAYROLL
000077	0652	ELIZABETH THONE	83.09	31 MAY 89	PAYROLL
000078	0638	DIANE WIERS	311.44	31 MAY 89	PAYROLL
000079	0636	CHERYL WITTY	365.57	31 MAY 89	PAYROLL
000080	0653	DANIEL L. WITTY	72.03	31 MAY 89	PAYROLL
0008319	00622	INDIANA STATE LIBRARY	40.00	23 MAY 89	STATE TRUSTEES MEETING
0008320	00623	WORLD OF TRAVEL, INC.	218.00	23 MAY 89	TICKETS TO ALA CONVENTION-LA
0008321	00624	AMERICAN LIBRARY ASSOCIATION	138.00	23 MAY 89	REGISTRATION FOR ALA CONVENT
0008322	00625	FOLUSA/ALA	44.00	23 MAY 89	MEETING REGISTRATION-ALA CON
0008323	00626	ALA/ALTA	50.00	23 MAY 89	MEETING REGISTRATION-ALA CON
0008324	00627	ALTA OFFICE	100.00	23 MAY 89	MEETING REGISTRATION-ALA CON
0008325	00628	GEORGE STRATTON, MICH.CITY P	40.00	23 MAY 89	NILBA REGISTRATION
008316	00589	INDIANA DEFERRED COMPENSATIO	115.00	15 MAY 89	MAY 15TH, 1989 PAYROLL-DEFERR
008317	00590	NATIONAL BOND & TRUST COMPAN	61.33	15 MAY 89	BONDS PURCHASED
008318	00594	BANK ONE	2567.47	15 MAY 19	DEPOSITORY RECEIPT FOR MAY 1
008326	0658	INDIANA DEFERRED COMPENSATIO	115.00	31 MAY 89	WITHHOLDING 5-31-89
008327	00659	NATIONAL BOND & TRUST COMPAN	61.33	31 MAY 89	WITHHOLDING 5-31-89
008328	00660	BANK ONE	2727.35	31 MAY 89	FED.TAXES & FICA--WITHHELD 5
008329	00661	INDIANA DEPARTMENT OF REVENUE	845.05	31 MAY 89	STATE & COUNTY TAXES WITHHEL
008330	00662	CITY OF RENSSELAER	274.86	12 JUN 89	RENSSELAER UTILITIES
008331	00663	A.E. BOYCE CO., INC.	405.84	12 JUN 89	PAYROLL CHECKS
008332	00665	AMERICAN FLETCHER NATIONAL B	8375.00	12 JUN 89	WHEATFIELD BOND PAYMENT--INT
008333	00666	AMERICAN RED CROSS	21.00	12 JUN 89	BOOKS
008334	00667	ASSOCIATED LIBRARIES, INC.	340.53	12 JUN 89	BOOKS
008335	00668	AUSTIN BOOK SALES	283.16	12 JUN 89	BOOKS
008336	00669	BAKER & TAYLOR	115.86	12 JUN 89	BOOKS
008337	00670	BAKER & TAYLOR	4232.83	12 JUN 89	BOOKS
008338	00671	JULIE BRAY	17.00	12 JUN 89	MILEAGE TO AND FROM SEMNAR
008339	00672	BRODART CO.	157.90	12 JUN 89	SYSDAC TAPE
008340	00673	CON-WAY CENTRAL EXPRESS	59.46	12 JUN 89	FREIGHT ON CHAIRS FROM HIGHS
008341	00674	CHILDRENS PRESS	61.00	12 JUN 89	BOOKS
008342	00675	COAST TO COAST	68.33	12 JUN 89	SAW & REFINISHING SUP.-R
008343	00676	CONSOLIDATED INSURANCE AGENC	100.00	12 JUN 89	BOND--GUNNELLS
008344	00677	DAVIDSON TITLES INC.	1270.01	12 JUN 89	BOOKS
008345	00678	DEMCO	50.78	12 JUN 89	MISC. ITEMS
008346	00679	DEMOTTE STATE BANK	431.25	12 JUN 89	DEMOTTE BOND PAYMENT--6/30/8
008347	00680	DEMOTTE STATE BANK	25.00	12 JUN 89	DEMOTTE BOND PAYMENT--6/30/8
008348	00681	EBSCO SUBSCRIPTION SERVICES	33.93	12 JUN 89	MAGAZINE SUBSCRIPTIONS
008349	00682	FACTS ON FILE, INC.	797.36	12 JUN 89	BOOKS
008350	00685	CHARLOTTE FAGEN	27.27	12 JUN 89	MILEAGE & CONFERENCE MEALS
008351	00686	DAN FAGEN	45.00	12 JUN 89	MOWING AT DEMOTTE
008352	00687	GROLIER EDUCATIONAL CORP.	196.50	12 JUN 89	BOOKS
008353	00688	HAMSTRA GROUP, INC.	27.50	12 JUN 89	REPAIRS AT WHEATFIELD
008354	00689	HERITAGE OFFICE PRODUCTS, IN	250.69	12 JUN 89	PLAQUE & OFFICE SUPPLIES
008355	00690	HIGHSMITH CO. INC.	915.70	12 JUN 89	CHAIRS-CR & CONTACT
008356	00691	THE INDIANA CIVIL LIBERTIES	75.00	12 JUN 89	BOOKS
008357	00692	INCOLSA	50.00	12 JUN 89	MEMBERSHIP DUES 1989
008358	00693	INGRAM	262.19	12 JUN 89	VIDEOS

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 12 JUN 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008359	00694	KANKAKEE VALLEY POST NEWS	45.00	12 JUN 89	AD FOR ART SHOW AT DEMOTTE L
008360	00695	JOAN KOPANDA	50.00	12 JUN 89	MILEAGE TO ILA CONF. AT FT.
008361	00696	LIVE OAK MEDIA	95.76	12 JUN 89	AUDIO CASSETTES
008362	00697	MARSHALL CAVENDISH CORPORATI	210.95	12 JUN 89	BOOKS
008363	00698	MUSIC WHOLESALERS	123.51	12 JUN 89	RECORDS
008364	00699	OOMS DISPOSAL SERVICE INC.	11.50	12 JUN 89	TRASH PICK-UP-DEMOTTE
008365	00700	PUBLIC EMPLOYEES' RETIREMENT	357.00	12 JUN 89	FEE FOR ACTUARIAL SURVEY
008366	00701	POSTMASTER GENERAL	195.00	12 JUN 89	POSTAGE
008367	00702	QUALITY BOOKS INC.	75.23	12 JUN 89	BOOKS
008368	00703	QUILL	240.49	12 JUN 89	OFFICE SUPPLIES & EQUIPMENT
008369	00705	R W POOL CO., INC.	192.30	12 JUN 89	JANITORIAL SUPPLIES
008370	00706	TEETERS CULLIGAN	34.30	12 JUN 89	COOLER RENTAL & WATER
008371	00707	UNITED SUPPLY CO. INC.	37.54	12 JUN 89	CRAFT SUPPLIES-CHILDREN'S RO
008372	00708	WALLMANN'S	19.74	12 JUN 89	JANITORIAL SUPPLIES-RENSSELA
008373	00709	DIANE WIERS	9.60	12 JUN 89	MILEAGE TO SEE BOOK SALESMAN
008374	00710	CHERYL WITTY	21.31	12 JUN 89	REIMBURSEMENT OF DEMOTTE PET
008375	00711	JILL TACHTIRIS	77.70	12 JUN 89	ROOM & MEALS AT ILA CONFEREN
008376	00712	JENNIFER LANGLOIS	16.41	12 JUN 89	MEALS AT ILA CONFERENCE
008377	00713	UNITED TELEPHONE COMPANY	279.16	12 JUN 89	RENSSELAER TELEPHONE
008378	00714	VAN STRICKLIN	20.00	12 JUN 89	REPAIR TELEPHONE & VIDEOCASS
008379	00715	TYSEN'S COUNTRY GROCERY, INC	19.53	12 JUN 89	JANITORIAL SUP.-D & LIBRARY
008380	00716	NORTHWESTERN INDIANA TELEPHO	150.26	12 JUN 89	DEMOTTE TELEPHONE
008381	00717	NIPSCO	284.24	12 JUN 89	DEMOTTE UTILITIES
008382	00718	APOLLO ENGINEERING, INC.	398.92	12 JUN 89	FLOURSCENT BULBS
008383	00719	SECURITY COURIERS, INC.	357.50	12 JUN 89	TRANSPORT
008384	00720	NIPSCO	345.89	12 JUN 89	WHEATFIELD UTILITIES
008385	00721	UNITED TELEPHONE COMPANY	75.58	12 JUN 89	WHEATFIELD TELEPHONE
008386	00722	DANNY GUNNELLS	410.39	12 JUN 89	ILA CONF. & MTG. EXP. & MILE
008387	00723	LYNN DAUGHERTY	176.61	12 JUN 89	MISCELLANEOUS EXPENSES
008388	00724	CHERYL A. WITTY	15.60	12 JUN 89	BUDGET WORKSHOP-\$6 & MILEAGE
ADJ. ENTR	0621	NIALSA	-12.00	23 MAY 89	CANCELLATION OF NIALSA PROGR
ADJ. ENTR	00630	BANK ONE	20000.00	23 MAY 89	REPAYMENT OF TEMPORARY LOAN
CHECK CHG	00629	DEMOTTE STATE BANK	5.73	23 MAY 89	CHARGE FOR CHECKS
CK. ORDER	00725	DEMOTTE STATE BANK	5.73	12 JUN 89	CHARGE FOR CHECKS
CK. ORDER	00726	DEMOTTE STATE BANK	-5.73	12 JUN 89	TO CORRECT VOUCHER #00725
CK. ORDER	00727	FIRST OF AMERICA BANK	5.90	12 JUN 89	CHARGE FOR CHECKS

--TOTAL AMOUNT OF CLAIMS-- 66234.41

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 66234.41. Dated 12 JUN 89.

_____	_____
_____	_____
_____	_____
_____	_____

{-----BANK BALANCES-----}
 DATE {12 JUN 89}

A1 {BANK ONE CHECKING	}	B1 {	68446.10}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	102300.00}
A4 {FIRST OF AMERICA	}	B4 {	1524.65}
A5 {DEMOTTE STATE BANK	}	B5 {	936.83}
A6 {INDIANA FEDERAL	}	B6 {	9376.36}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4028.14}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}

TOTAL		B10{	286612.08}

RECEIPT BREAKDOWN FOR
JUNE 12, 1989

FINES..... 1063.04

DeMotte	331.35
Rensselaer	547.37
Wheatfield	184.32

PHOTOCOPIES..... 640.60

DeMotte	295.85
Rensselaer	239.60
Wheatfield	105.15

CARDS..... 49.00

DeMotte	24.00
Rensselaer	22.50
Wheatfield	2.50

INTEREST..... 2328.31

GIFT FUNDS..... 54.00

DeMotte	0.00
Rensselaer	0.00
Wheatfield	54.00

REPAYMENT OF TEMPORARY INTER-FUND LOAN..... 20000.00

TOTAL AMOUNT OF RECEIPTS..... 24134.95

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 1

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
100-1.11-0620	DANNY GUNNELLS	OPERATING FUND/SALARY OF LIBRAR	1395.83	000034	PAYROLL
100-1.11-0657	DANNY GUNNELLS	OPERATING FUND/SALARY OF LIBRAR	1395.83	000061	PAYROLL
		TOTAL= 2791.66			
100-1.12-00595	MARY K. MARTIN	OPERATING FUND/SALARY OF ASSIST	875.00	000042	PAYROLL
100-1.12-00631	MARY K. MARTIN	OPERATING FUND/SALARY OF ASSIST	875.00	000069	PAYROLL
100-1.12-0596	JULIE BRAY	OPERATING FUND/SALARY OF ASSIST	750.00	000028	PAYROLL
100-1.12-0597	CHARLOTTE FAGEN	OPERATING FUND/SALARY OF ASSIST	500.00	000033	PAYROLL
100-1.12-0598	SHARON SCHULENBERG	OPERATING FUND/SALARY OF ASSIST	576.05	000047	PAYROLL
100-1.12-0599	JILL TACHIRIS	OPERATING FUND/SALARY OF ASSIST	408.89	000049	PAYROLL
100-1.12-0600	CHERYL WITTY	OPERATING FUND/SALARY OF ASSIST	468.75	000052	PAYROLL
100-1.12-0601	JOAN KOPANDA	OPERATING FUND/SALARY OF ASSIST	333.34	000039	PAYROLL
100-1.12-0602	DIANE WIERS	OPERATING FUND/SALARY OF ASSIST	416.67	000051	PAYROLL
100-1.12-0603	MARY DUGGLEBY	OPERATING FUND/SALARY OF ASSIST	431.67	000032	PAYROLL
100-1.12-0604	KATHLEEN PADGITT	OPERATING FUND/SALARY OF ASSIST	416.67	000044	PAYROLL
100-1.12-0605	BONNIE POWELL	OPERATING FUND/SALARY OF ASSIST	312.50	000045	PAYROLL
100-1.12-0606	GLENDA BROWN	OPERATING FUND/SALARY OF ASSIST	472.92	000029	PAYROLL
100-1.12-0607	COLLEEN DONNELLY	OPERATING FUND/SALARY OF ASSIST	63.65	000031	PAYROLL
100-1.12-0608	HEIRONIMUS, CHERYL	OPERATING FUND/SALARY OF ASSIST	63.65	000035	PAYROLL
100-1.12-0610	MAIA KINGMAN	OPERATING FUND/SALARY OF ASSIST	60.30	000037	PAYROLL
100-1.12-0611	DIANA KOBY	OPERATING FUND/SALARY OF ASSIST	76.00	000038	PAYROLL
100-1.12-0612	LISA LINTNER	OPERATING FUND/SALARY OF ASSIST	63.65	000041	PAYROLL
100-1.12-0613	RYAN MORELAND	OPERATING FUND/SALARY OF ASSIST	67.00	000043	PAYROLL
100-1.12-0614	ALISA RUDE	OPERATING FUND/SALARY OF ASSIST	63.65	000046	PAYROLL
100-1.12-0615	EILEEN SPURGEON	OPERATING FUND/SALARY OF ASSIST	80.00	000048	PAYROLL
100-1.12-0616	ELIZABETH THONE	OPERATING FUND/SALARY OF ASSIST	88.00	000050	PAYROLL
100-1.12-0618	LYNN DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	895.84	000030	PAYROLL
100-1.12-0619	JENNIFER LANGLOIS	OPERATING FUND/SALARY OF ASSIST	833.33	000040	PAYROLL
100-1.12-0632	JULIE BRAY	OPERATING FUND/SALARY OF ASSIST	750.00	000054	PAYROLL
100-1.12-0633	CHARLOTTE FAGEN	OPERATING FUND/SALARY OF ASSIST	500.00	000060	PAYROLL
100-1.12-0634	SHARON SCHULENBERG	OPERATING FUND/SALARY OF ASSIST	576.05	000074	PAYROLL
100-1.12-0635	JILL TACHIRIS	OPERATING FUND/SALARY OF ASSIST	408.89	000076	PAYROLL
100-1.12-0636	CHERYL WITTY	OPERATING FUND/SALARY OF ASSIST	468.75	000079	PAYROLL
100-1.12-0637	JOAN KOPANDA	OPERATING FUND/SALARY OF ASSIST	333.34	000066	PAYROLL
100-1.12-0638	DIANE WIERS	OPERATING FUND/SALARY OF ASSIST	416.67	000078	PAYROLL
100-1.12-0639	MARY DUGGLEBY	OPERATING FUND/SALARY OF ASSIST	431.67	000059	PAYROLL
100-1.12-0640	KATHLEEN PADGITT	OPERATING FUND/SALARY OF ASSIST	416.67	000071	PAYROLL
100-1.12-0641	BONNIE POWELL	OPERATING FUND/SALARY OF ASSIST	312.50	000072	PAYROLL
100-1.12-0642	GLENDA BROWN	OPERATING FUND/SALARY OF ASSIST	472.92	000055	PAYROLL
100-1.12-0643	COLLEEN DONNELLY	OPERATING FUND/SALARY OF ASSIST	77.05	000058	PAYROLL
100-1.12-0644	HEIRONIMUS, CHERYL	OPERATING FUND/SALARY OF ASSIST	63.65	000062	PAYROLL
100-1.12-0646	MAIA KINGMAN	OPERATING FUND/SALARY OF ASSIST	73.70	000064	PAYROLL
100-1.12-0647	DIANA KOBY	OPERATING FUND/SALARY OF ASSIST	114.00	000065	PAYROLL
100-1.12-0648	LISA LINTNER	OPERATING FUND/SALARY OF ASSIST	80.40	000068	PAYROLL
100-1.12-0649	RYAN MORELAND	OPERATING FUND/SALARY OF ASSIST	67.00	000070	PAYROLL
100-1.12-0650	ALISA RUDE	OPERATING FUND/SALARY OF ASSIST	60.30	000073	PAYROLL
100-1.12-0651	EILEEN SPURGEON	OPERATING FUND/SALARY OF ASSIST	130.00	000075	PAYROLL
100-1.12-0652	ELIZABETH THONE	OPERATING FUND/SALARY OF ASSIST			

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 2

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-1.12-0654	MARTHA L. DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	561.15 000057	PAYROLL
100-1.12-0655	LYNN DAUGHERTY	OPERATING FUND/SALARY OF ASSIST	895.84 000056	PAYROLL
100-1.12-0656	JENNIFER LANGLOIS	OPERATING FUND/SALARY OF ASSIST	833.33 000067	PAYROLL
		TOTAL= 17336.41		
100-1.13-0609	ROSE HOWARD	OPERATING FUND/WAGES OF JANITOR	244.75 000036	PAYROLL
100-1.13-0617	DANIEL L. WITTY	OPERATING FUND/WAGES OF JANITOR	93.45 000053	PAYROLL
100-1.13-0645	ROSE HOWARD	OPERATING FUND/WAGES OF JANITOR	200.25 000063	PAYROLL
100-1.13-0653	DANIEL L. WITTY	OPERATING FUND/WAGES OF JANITOR	77.88 000080	PAYROLL
		TOTAL= 616.33		
100-1.21-00594	BANK ONE	OPERATING FUND/EMPLOYER'S SHARE	754.88 008318	DEPOSITORY RECEIPT FOR I
100-1.21-00660	BANK ONE	OPERATING FUND/EMPLOYER'S SHARE	803.03 008328	FED.TAXES & FICA--WITHH
		TOTAL= 1557.91		
100-1.31-00700	PUBLIC EMPLOYEES' RETIREME	OPERATING FUND/OTHER PERSONAL S	357.00 008365	FEE FOR ACTUARIAL SURVEY
		TOTAL= 357.00		
100-2.11-00629	DEMOTTE STATE BANK	OPERATING FUND/OFFICIAL RECORDS	5.73 CHECK CHG	CHARGE FOR CHECKS
100-2.11-00663	A.E. BOYCE CO., INC.	OPERATING FUND/OFFICIAL RECORDS	405.84 008331	PAYROLL CHECKS
100-2.11-00725	DEMOTTE STATE BANK	OPERATING FUND/OFFICIAL RECORDS	5.73 CK. ORDER	CHARGE FOR CHECKS
100-2.11-00726	DEMOTTE STATE BANK	OPERATING FUND/OFFICIAL RECORDS	-5.73 CK. ORDER	TO CORRECT VOUCHER #007
100-2.11-00727	FIRST OF AMERICA BANK	OPERATING FUND/OFFICIAL RECORDS	5.90 CK. ORDER	CHARGE FOR CHECKS
		TOTAL= 417.47		
100-2.13-00689	HERITAGE OFFICE PRODUCTS,	OPERATING FUND/OTHER OFFICE SUP	213.34 008354	PLAQUE & OFFICE SUPPLIES
100-2.13-00703	QUILL	OPERATING FUND/OTHER OFFICE SUP	105.06 008368	OFFICE SUPPLIES & EQUIP
100-2.13-00723	LYNN DAUGHERTY	OPERATING FUND/OTHER OFFICE SUP	.98 008387	MISCELLANEOUS EXPENSES
		TOTAL= 319.38		
100-2.21-00705	R W POOL CO., INC.	OPERATING FUND/CLEANING & SANIT	192.30 008369	JANITORIAL SUPPLIES
100-2.21-00708	WALLMANN'S	OPERATING FUND/CLEANING & SANIT	19.74 008372	JANITORIAL SUPPLIES-RENS
100-2.21-00710	CHERYL WITTY	OPERATING FUND/CLEANING & SANIT	4.38 008374	REIMBURSEMENT OF DEMOTTE
100-2.21-00715	TYSEN'S COUNTRY GROCERY, I	OPERATING FUND/CLEANING & SANIT	4.48 008379	JANITORIAL SUP.-D & LIBR
100-2.21-00718	APOLLO ENGINEERING, INC.	OPERATING FUND/CLEANING & SANIT	398.92 008382	FLOURSCENT BULBS
		TOTAL= 619.82		
100-2.31-00675	COAST TO COAST	OPERATING FUND/BUILDING MATERIA	54.34 008342	SAW & REFINISHING SUP.-R
		TOTAL= 54.34		
100-2.33-00723	LYNN DAUGHERTY	OPERATING FUND/REPAIR PARTS	10.36 008387	MISCELLANEOUS EXPENSES
		TOTAL= 10.36		
100-2.41-00672	BRODART CO.	OPERATING FUND/LIBRARY SUPPLIES	157.90 008339	SYSDAC TAPE
100-2.41-00678	DEMCO	OPERATING FUND/LIBRARY SUPPLIES	38.80 008345	MISC. ITEMS
100-2.41-00707	UNITED SUPPLY CO. INC.	OPERATING FUND/LIBRARY SUPPLIES	37.54 008371	CRAFT SUPPLIES-CHILDREN'S
100-2.41-00710	CHERYL WITTY	OPERATING FUND/LIBRARY SUPPLIES	14.95 008374	REIMBURSEMENT OF DEMOTTE
		TOTAL= 249.19		
100-3.13-00719	SECURITY COURIERS, INC.	OPERATING FUND/OTHER PROFESSION	357.50 008383	TRANSPORT
		TOTAL= 357.50		
100-3.21-00713	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	279.16 008377	RENSSELAER TELEPHONE
100-3.21-00716	NORTHWESTERN INDIANA TELEP	OPERATING FUND/TELEPHONE	150.26 008380	DEMOTTE TELEPHONE
100-3.21-00721	UNITED TELEPHONE COMPANY	OPERATING FUND/TELEPHONE	75.58 008385	WHEATFIELD TELEPHONE
		TOTAL= 505.00		
100-3.22-00701	POSTMASTER GENERAL	OPERATING FUND/POSTAGE	195.00 008366	POSTAGE
100-3.22-00710	CHERYL WITTY	OPERATING FUND/POSTAGE	4.00 008374	REIMBURSEMENT OF DEMOTTE

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 3

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
100-3.22-00723	LYNN DAUGHERTY	OPERATING FUND/POSTAGE	.87 008387	MISCELLANEOUS EXPENSES
		TOTAL= 197.85		
100-3.23-00671	JULIE BRAY	OPERATING FUND/TRAVELING EXPENS	17.00 008338	MILEAGE TO AND FROM SEMNAR
100-3.23-00685	CHARLOTTE FAGEN	OPERATING FUND/TRAVELING EXPENS	6.40 008350	MILEAGE & CONFERENCE MEALS
100-3.23-00695	JOAN KOPANDA	OPERATING FUND/TRAVELING EXPENS	50.00 008360	MILEAGE TO ILA CONF. AT FT
100-3.23-00709	DIANE WIERS	OPERATING FUND/TRAVELING EXPENS	9.60 008373	MILEAGE TO SEE BOOK SALESM
100-3.23-00722	DANNY GUNNELLS	OPERATING FUND/TRAVELING EXPENS	227.80 008386	ILA CONF. & MTG. EXP. & MI
100-3.23-00723	LYNN DAUGHERTY	OPERATING FUND/TRAVELING EXPENS	82.80 008387	MISCELLANEOUS EXPENSES
100-3.23-00724	CHERYL A. WITTY	OPERATING FUND/TRAVELING EXPENS	9.60 008388	BUDGET WORKSHOP-#6 & MILEA
		TOTAL= 403.20		
100-3.24-00622	INDIANA STATE LIBRARY	OPERATING FUND/PROFESSIONAL MEE	40.00 0008319	STATE TRUSTEES MEETING
100-3.24-00623	WORLD OF TRAVEL, INC.	OPERATING FUND/PROFESSIONAL MEE	218.00 0008320	TICKETS TO ALA CONVENTION-
100-3.24-00624	AMERICAN LIBRARY ASSOCIATI	OPERATING FUND/PROFESSIONAL MEE	138.00 0008321	REGISTRATION FOR ALA CONVE
100-3.24-00625	FOLUSA/ALA	OPERATING FUND/PROFESSIONAL MEE	44.00 0008322	MEETING REGISTRATION-ALA C
100-3.24-00626	ALA/ALTA	OPERATING FUND/PROFESSIONAL MEE	50.00 0008323	MEETING REGISTRATION-ALA C
100-3.24-00627	ALTA OFFICE	OPERATING FUND/PROFESSIONAL MEE	100.00 0008324	MEETING REGISTRATION-ALA C
100-3.24-00628	GEORGE STRATTON, MICH.CITY	OPERATING FUND/PROFESSIONAL MEE	40.00 0008325	NILBA REGISTRATION
100-3.24-00685	CHARLOTTE FAGEN	OPERATING FUND/PROFESSIONAL MEE	20.87 008350	MILEAGE & CONFERENCE MEALS
100-3.24-00711	JILL TACHTIRIS	OPERATING FUND/PROFESSIONAL MEE	77.70 008375	ROOM & MEALS AT ILA CONFER
100-3.24-00712	JENNIFER LANGLOIS	OPERATING FUND/PROFESSIONAL MEE	16.41 008376	MEALS AT ILA CONFERENCE
100-3.24-00722	DANNY GUNNELLS	OPERATING FUND/PROFESSIONAL MEE	182.59 008386	ILA CONF. & MTG. EXP. & MI
100-3.24-00723	LYNN DAUGHERTY	OPERATING FUND/PROFESSIONAL MEE	75.62 008387	MISCELLANEOUS EXPENSES
100-3.24-00724	CHERYL A. WITTY	OPERATING FUND/PROFESSIONAL MEE	6.00 008388	BUDGET WORKSHOP-#6 & MILEA
100-3.24-0621	NIALSA	OPERATING FUND/PROFESSIONAL MEE	-12.00 ADJ. ENTR	CANCELLATION OF NIALSA PRO
		TOTAL= 997.19		
100-3.25-00673	CON-WAY CENTRAL EXPRESS	OPERATING FUND/FREIGHT	59.46 008340	FREIGHT ON CHAIRS FROM HIG
		TOTAL= 59.46		
100-3.41-00676	CONSOLIDATED INSURANCE AGE	OPERATING FUND/OFFICIAL BONDS	100.00 008343	BOND--GUNNELLS
		TOTAL= 100.00		
100-3.51-00662	CITY OF RENSSELAER	OPERATING FUND/GAS	63.99 008330	RENSSELAER UTILITIES
100-3.51-00717	NIPSCO	OPERATING FUND/GAS	53.50 008381	DEMOTTE UTILITIES
100-3.51-00720	NIPSCO	OPERATING FUND/GAS	64.40 008384	WHEATFIELD UTILITIES
		TOTAL= 181.89		
100-3.52-00662	CITY OF RENSSELAER	OPERATING FUND/ELECTRICITY	191.58 008330	RENSSELAER UTILITIES
100-3.52-00717	NIPSCO	OPERATING FUND/ELECTRICITY	230.74 008381	DEMOTTE UTILITIES
100-3.52-00720	NIPSCO	OPERATING FUND/ELECTRICITY	281.49 008384	WHEATFIELD UTILITIES
		TOTAL= 703.81		
100-3.53-00662	CITY OF RENSSELAER	OPERATING FUND/WATER	6.23 008330	RENSSELAER UTILITIES
100-3.53-00706	TEETERS CULLIGAN	OPERATING FUND/WATER	4.40 008370	COOLER RENTAL & WATER
		TOTAL= 10.63		
100-3.54-00662	CITY OF RENSSELAER	OPERATING FUND/WASTE DISPOSAL S	13.06 008330	RENSSELAER UTILITIES
		TOTAL= 13.06		
100-3.61-00688	HAMSTRA GROUP, INC.	OPERATING FUND/BUILDING & STRUC	27.50 008353	REPAIRS AT WHEATFIELD
		TOTAL= 27.50		
100-3.62-00714	VAN STRICKLIN	OPERATING FUND/EQUIPMENT	20.00 008378	REPAIR TELEPHONE & VIDEOCA
		TOTAL= 20.00		

DISBURSMENT REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 12 JUN 89

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
		TOTAL= 29.90		
100-3.91-00692	INCOLSA	OPERATING FUND/DUES	50.00 008357	MEMBERSHIP DUES 1989
		TOTAL= 50.00		
100-3.95-00686	DAN FAGEN	OPERATING FUND/LAWN CARE & MAIN	45.00 008351	MOWING AT DEMOTTE
100-3.95-00699	OOMS DISPOSAL SERVICE INC.	OPERATING FUND/LAWN CARE & MAIN	11.50 008364	TRASH PICK-UP-DEMOTTE
		TOTAL= 56.50		
100-4.4-00675	COAST TO COAST	OPERATING FUND/FURNITURE & EQUI	13.99 008342	SAW & REFINISHING SUP.-
100-4.4-00690	HIGHSMITH CO. INC.	OPERATING FUND/FURNITURE & EQUI	651.24 008355	CHAIRS-CR & CONTACT
100-4.4-00703	QUILL	OPERATING FUND/FURNITURE & EQUI	135.43 008368	OFFICE SUPPLIES & EQUIF
		TOTAL= 800.66		
100-4.51-00666	AMERICAN RED CROSS	OPERATING FUND/BOOKS	21.00 008333	BOOKS
100-4.51-00667	ASSOCIATED LIBRARIES, INC.	OPERATING FUND/BOOKS	340.53 008334	BOOKS
100-4.51-00668	AUSTIN BOOK SALES	OPERATING FUND/BOOKS	283.16 008335	BOOKS
100-4.51-00669	BAKER & TAYLOR	OPERATING FUND/BOOKS	115.86 008336	BOOKS
100-4.51-00670	BAKER & TAYLOR	OPERATING FUND/BOOKS	4232.83 008337	BOOKS
100-4.51-00674	CHILDRENS PRESS	OPERATING FUND/BOOKS	61.00 008341	BOOKS
100-4.51-00677	DAVIDSON TITLES INC.	OPERATING FUND/BOOKS	1270.01 008344	BOOKS
100-4.51-00682	FACTS ON FILE, INC.	OPERATING FUND/BOOKS	797.36 008349	BOOKS
100-4.51-00687	GROLIER EDUCATIONAL CORP.	OPERATING FUND/BOOKS	196.50 008352	BOOKS
100-4.51-00690	HIGHSMITH CO. INC.	OPERATING FUND/BOOKS	264.46 008355	CHAIRS-CR & CONTACT
100-4.51-00691	THE INDIANA CIVIL LIBERTIE	OPERATING FUND/BOOKS	75.00 008356	BOOKS
100-4.51-00697	MARSHALL CAVENDISH CORPORA	OPERATING FUND/BOOKS	210.95 008362	BOOKS
100-4.51-00702	QUALITY BOOKS INC.	OPERATING FUND/BOOKS	75.23 008367	BOOKS
		TOTAL= 7943.89		
100-4.52-00681	EBSCO SUBSCRIPTION SERVICE	OPERATING FUND/PERIODICALS & NE	33.93 008348	MAGAZINE SUBSCRIPTIONS
		TOTAL= 33.93		
100-4.53-00678	DEMCO	OPERATING FUND/NONPRINTED MATER	11.98 008345	MISC. ITEMS
100-4.53-00693	INGRAM	OPERATING FUND/NONPRINTED MATER	262.19 008358	VIDEOS
100-4.53-00696	LIVE OAK MEDIA	OPERATING FUND/NONPRINTED MATER	95.76 008361	AUDIO CASSETTES
100-4.53-00698	MUSIC WHOLESALERS	OPERATING FUND/NONPRINTED MATER	123.51 008363	RECORDS
		TOTAL= 493.44		
100-6.13-00630	BANK ONE	OPERATING FUND/TEMPORARY LOAN F	20000.00 ADJ. ENTR	REPAYMENT OF TEMPORARY I
		TOTAL= 20000.00		
110.01-2.41-00715	TYSEN'S COUNTRY GROCERY, I	DEMOTTE GIFT FUND/LIBRARY SUPPL	15.05 008379	JANITORIAL SUP.-D & LIBF
110.01-2.41-00723	LYNN DAUGHERTY	DEMOTTE GIFT FUND/LIBRARY SUPPL	5.98 008387	MISCELLANEOUS EXPENSES
		TOTAL= 21.03		
110.01-3.31-00694	KANKAKEE VALLEY POST NEWS	DEMOTTE GIFT FUND/ADVERTISING &	45.00 008359	AD FOR ART SHOW AT DEMOT
		TOTAL= 45.00		
110.02-2.42-00689	HERITAGE OFFICE PRODUCTS,	RENSSELAER GIFT FUND/OTHER SUPP	37.35 008354	PLAQUE & OFFICE SUPPLIES
		TOTAL= 37.35		
120.01-4.2-00679	DEMOTTE STATE BANK	DEMOTTE BOND AND INTEREST/BUILD	431.25 008346	DEMOTTE BOND PAYMENT--6/
120.01-4.2-00680	DEMOTTE STATE BANK	DEMOTTE BOND AND INTEREST/BUILD	25.00 008347	DEMOTTE BOND PAYMENT--6/
		TOTAL= 456.25		
120.02-4.2-00665	AMERICAN FLETCHER NATIONAL	WHEATFIELD BOND AND INTEREST/BU	8375.00 008332	WHEATFIELD BOND PAYMENT-
		TOTAL= 8375.00		
200.01-1.1-00594	BANK ONE	FIT TAX COLLECTED/SALARIES AND	1057.71 008318	DEPOSITORY RECEIPT FOR M
200.01-1.1-00595	MARY K. MARTIN	FIT TAX COLLECTED/SALARIES AND	111.05 000000	DEPOSITORY RECEIPT FOR M

DISBURSMENT REGISTER

JASPER COUNTY PUBLIC LIBRARY

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 5

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.01-1.1-00631	MARY K. MARTIN	FIT TAX COLLECTED/SALARIES AND	-111.85	000069	PAYROLL
200.01-1.1-00660	BANK ONE	FIT TAX COLLECTED/SALARIES AND	1121.29	008328	FED.TAXES & FICA--WITHHELD
200.01-1.1-0596	JULIE BRAY	FIT TAX COLLECTED/SALARIES AND	-105.60	000028	PAYROLL
200.01-1.1-0597	CHARLOTTE FAGEN	FIT TAX COLLECTED/SALARIES AND	-17.55	000033	PAYROLL
200.01-1.1-0598	SHARON SCHULENBERG	FIT TAX COLLECTED/SALARIES AND	-81.96	000047	PAYROLL
200.01-1.1-0599	JILL TACHIRIS	FIT TAX COLLECTED/SALARIES AND	-41.38	000049	PAYROLL
200.01-1.1-0600	CHERYL WITTY	FIT TAX COLLECTED/SALARIES AND	-37.86	000052	PAYROLL
200.01-1.1-0601	JOAN KOPANDA	FIT TAX COLLECTED/SALARIES AND	-30.05	000039	PAYROLL
200.01-1.1-0602	DIANE WIERS	FIT TAX COLLECTED/SALARIES AND	-55.60	000051	PAYROLL
200.01-1.1-0603	MARY DUGGLEBY	FIT TAX COLLECTED/SALARIES AND	-44.80	000032	PAYROLL
200.01-1.1-0604	KATHLEEN PADGITT	FIT TAX COLLECTED/SALARIES AND	-30.60	000044	PAYROLL
200.01-1.1-0605	BONNIE POWELL	FIT TAX COLLECTED/SALARIES AND	-14.43	000045	PAYROLL
200.01-1.1-0606	GLENDA BROWN	FIT TAX COLLECTED/SALARIES AND	-50.99	000029	PAYROLL
200.01-1.1-0607	COLLEEN DONNELLY	FIT TAX COLLECTED/SALARIES AND	-2.65	000031	PAYROLL
200.01-1.1-0609	ROSE HOWARD	FIT TAX COLLECTED/SALARIES AND	-16.76	000036	PAYROLL
200.01-1.1-0610	MAIA KINGMAN	FIT TAX COLLECTED/SALARIES AND	-2.15	000037	PAYROLL
200.01-1.1-0612	LISA LINTNER	FIT TAX COLLECTED/SALARIES AND	-2.65	000041	PAYROLL
200.01-1.1-0613	RYAN MORELAND	FIT TAX COLLECTED/SALARIES AND	-3.15	000043	PAYROLL
200.01-1.1-0614	ALISA RUDE	FIT TAX COLLECTED/SALARIES AND	-2.65	000046	PAYROLL
200.01-1.1-0616	ELIZABETH THONE	FIT TAX COLLECTED/SALARIES AND	-5.00	000050	PAYROLL
200.01-1.1-0618	LYNN DAUGHERTY	FIT TAX COLLECTED/SALARIES AND	-101.68	000030	PAYROLL
200.01-1.1-0619	JENNIFER LANGLOIS	FIT TAX COLLECTED/SALARIES AND	-67.55	000040	PAYROLL
200.01-1.1-0620	DANNY GUNNELLS	FIT TAX COLLECTED/SALARIES AND	-230.80	000034	PAYROLL
200.01-1.1-0632	JULIE BRAY	FIT TAX COLLECTED/SALARIES AND	-105.60	000054	PAYROLL
200.01-1.1-0633	CHARLOTTE FAGEN	FIT TAX COLLECTED/SALARIES AND	-17.55	000060	PAYROLL
200.01-1.1-0634	SHARON SCHULENBERG	FIT TAX COLLECTED/SALARIES AND	-81.96	000074	PAYROLL
200.01-1.1-0635	JILL TACHIRIS	FIT TAX COLLECTED/SALARIES AND	-41.38	000076	PAYROLL
200.01-1.1-0636	CHERYL WITTY	FIT TAX COLLECTED/SALARIES AND	-37.86	000079	PAYROLL
200.01-1.1-0637	JOAN KOPANDA	FIT TAX COLLECTED/SALARIES AND	-30.05	000066	PAYROLL
200.01-1.1-0638	DIANE WIERS	FIT TAX COLLECTED/SALARIES AND	-55.60	000078	PAYROLL
200.01-1.1-0639	MARY DUGGLEBY	FIT TAX COLLECTED/SALARIES AND	-44.80	000059	PAYROLL
200.01-1.1-0640	KATHLEEN PADGITT	FIT TAX COLLECTED/SALARIES AND	-30.60	000071	PAYROLL
200.01-1.1-0641	BONNIE POWELL	FIT TAX COLLECTED/SALARIES AND	-14.43	000072	PAYROLL
200.01-1.1-0642	GLENDA BROWN	FIT TAX COLLECTED/SALARIES AND	-50.99	000055	PAYROLL
200.01-1.1-0643	COLLEEN DONNELLY	FIT TAX COLLECTED/SALARIES AND	-4.66	000058	PAYROLL
200.01-1.1-0645	ROSE HOWARD	FIT TAX COLLECTED/SALARIES AND	-10.09	000063	PAYROLL
200.01-1.1-0646	MAIA KINGMAN	FIT TAX COLLECTED/SALARIES AND	-4.16	000064	PAYROLL
200.01-1.1-0648	LISA LINTNER	FIT TAX COLLECTED/SALARIES AND	-5.16	000068	PAYROLL
200.01-1.1-0649	RYAN MORELAND	FIT TAX COLLECTED/SALARIES AND	-3.15	000070	PAYROLL
200.01-1.1-0650	ALISA RUDE	FIT TAX COLLECTED/SALARIES AND	-2.15	000073	PAYROLL
200.01-1.1-0652	ELIZABETH THONE	FIT TAX COLLECTED/SALARIES AND	-5.00	000077	PAYROLL
200.01-1.1-0654	MARTHA L. DAUGHERTY	FIT TAX COLLECTED/SALARIES AND	-64.22	000057	PAYROLL
200.01-1.1-0655	LYNN DAUGHERTY	FIT TAX COLLECTED/SALARIES AND	-101.68	000056	PAYROLL
200.01-1.1-0656	JENNIFER LANGLOIS	FIT TAX COLLECTED/SALARIES AND	-67.55	000067	PAYROLL
200.01-1.1-0657	DANNY GUNNELLS	FIT TAX COLLECTED/SALARIES AND	-230.80	000061	PAYROLL
TOTAL= .00					

DISBURSMENT REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 6

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant Claim Number	Explanation
200.02-1.1-00595	MARY K. MARTIN	FICA TAX COLLECTED/SALARIES AND	-65.71 000042	PAYROLL
200.02-1.1-00631	MARY K. MARTIN	FICA TAX COLLECTED/SALARIES AND	-65.71 000069	PAYROLL
200.02-1.1-00660	BANK ONE	FICA TAX COLLECTED/SALARIES AND	803.03 008328	FED.TAXES & FICA--WITHHE
200.02-1.1-0596	JULIE BRAY	FICA TAX COLLECTED/SALARIES AND	-56.33 000028	PAYROLL
200.02-1.1-0597	CHARLOTTE FAGEN	FICA TAX COLLECTED/SALARIES AND	-37.55 000033	PAYROLL
200.02-1.1-0598	SHARON SCHULENBERG	FICA TAX COLLECTED/SALARIES AND	-43.26 000047	PAYROLL
200.02-1.1-0599	JILL TACHTIRIS	FICA TAX COLLECTED/SALARIES AND	-30.71 000049	PAYROLL
200.02-1.1-0600	CHERYL WITTY	FICA TAX COLLECTED/SALARIES AND	-35.20 000052	PAYROLL
200.02-1.1-0601	JOAN KOPANDA	FICA TAX COLLECTED/SALARIES AND	-25.03 000039	PAYROLL
200.02-1.1-0602	DIANE WIERS	FICA TAX COLLECTED/SALARIES AND	-31.29 000051	PAYROLL
200.02-1.1-0603	MARY DUGGLEBY	FICA TAX COLLECTED/SALARIES AND	-32.42 000032	PAYROLL
200.02-1.1-0604	KATHLEEN PADGITT	FICA TAX COLLECTED/SALARIES AND	-31.29 000044	PAYROLL
200.02-1.1-0605	BONNIE POWELL	FICA TAX COLLECTED/SALARIES AND	-23.47 000045	PAYROLL
200.02-1.1-0606	GLENDA BROWN	FICA TAX COLLECTED/SALARIES AND	-35.52 000029	PAYROLL
200.02-1.1-0607	COLLEEN DONNELLY	FICA TAX COLLECTED/SALARIES AND	-4.78 000031	PAYROLL
200.02-1.1-0608	HEIRONIMUS, CHERYL	FICA TAX COLLECTED/SALARIES AND	-4.78 000035	PAYROLL
200.02-1.1-0609	ROSE HOWARD	FICA TAX COLLECTED/SALARIES AND	-18.38 000036	PAYROLL
200.02-1.1-0610	MAIA KINGMAN	FICA TAX COLLECTED/SALARIES AND	-4.53 000037	PAYROLL
200.02-1.1-0611	DIANA KODY	FICA TAX COLLECTED/SALARIES AND	-5.71 000038	PAYROLL
200.02-1.1-0612	LISA LINTNER	FICA TAX COLLECTED/SALARIES AND	-4.78 000041	PAYROLL
200.02-1.1-0613	RYAN MORELAND	FICA TAX COLLECTED/SALARIES AND	-5.03 000043	PAYROLL
200.02-1.1-0614	ALISA RUDE	FICA TAX COLLECTED/SALARIES AND	-4.78 000046	PAYROLL
200.02-1.1-0615	EILEEN SPURGEON	FICA TAX COLLECTED/SALARIES AND	-6.01 000048	PAYROLL
200.02-1.1-0616	ELIZABETH THONE	FICA TAX COLLECTED/SALARIES AND	-6.61 000050	PAYROLL
200.02-1.1-0617	DANIEL L. WITTY	FICA TAX COLLECTED/SALARIES AND	-7.02 000053	PAYROLL
200.02-1.1-0618	LYNN DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-67.28 000030	PAYROLL
200.02-1.1-0619	JENNIFER LANGLOIS	FICA TAX COLLECTED/SALARIES AND	-62.58 000040	PAYROLL
200.02-1.1-0620	DANNY GUNNELLS	FICA TAX COLLECTED/SALARIES AND	-104.83 000034	PAYROLL
200.02-1.1-0632	JULIE BRAY	FICA TAX COLLECTED/SALARIES AND	-56.33 000054	PAYROLL
200.02-1.1-0633	CHARLOTTE FAGEN	FICA TAX COLLECTED/SALARIES AND	-37.55 000060	PAYROLL
200.02-1.1-0634	SHARON SCHULENBERG	FICA TAX COLLECTED/SALARIES AND	-43.26 000074	PAYROLL
200.02-1.1-0635	JILL TACHTIRIS	FICA TAX COLLECTED/SALARIES AND	-30.71 000076	PAYROLL
200.02-1.1-0636	CHERYL WITTY	FICA TAX COLLECTED/SALARIES AND	-35.20 000079	PAYROLL
200.02-1.1-0637	JOAN KOPANDA	FICA TAX COLLECTED/SALARIES AND	-25.03 000066	PAYROLL
200.02-1.1-0638	DIANE WIERS	FICA TAX COLLECTED/SALARIES AND	-31.29 000078	PAYROLL
200.02-1.1-0639	MARY DUGGLEBY	FICA TAX COLLECTED/SALARIES AND	-32.42 000059	PAYROLL
200.02-1.1-0640	KATHLEEN PADGITT	FICA TAX COLLECTED/SALARIES AND	-31.29 000071	PAYROLL
200.02-1.1-0641	BONNIE POWELL	FICA TAX COLLECTED/SALARIES AND	-23.47 000072	PAYROLL
200.02-1.1-0642	GLENDA BROWN	FICA TAX COLLECTED/SALARIES AND	-35.52 000055	PAYROLL
200.02-1.1-0643	COLLEEN DONNELLY	FICA TAX COLLECTED/SALARIES AND	-5.79 000058	PAYROLL
200.02-1.1-0644	HEIRONIMUS, CHERYL	FICA TAX COLLECTED/SALARIES AND	-4.78 000062	PAYROLL
200.02-1.1-0645	ROSE HOWARD	FICA TAX COLLECTED/SALARIES AND	-15.04 000063	PAYROLL
200.02-1.1-0646	MAIA KINGMAN	FICA TAX COLLECTED/SALARIES AND	-5.53 000064	PAYROLL
200.02-1.1-0647	DIANA KODY	FICA TAX COLLECTED/SALARIES AND	-8.56 000065	PAYROLL
200.02-1.1-0648	LISA LINTNER	FICA TAX COLLECTED/SALARIES AND	-6.04 000068	PAYROLL
200.02-1.1-0649	RYAN MORELAND	FICA TAX COLLECTED/SALARIES AND	-5.03 000070	PAYROLL

DISBURSMENT REGISTER

JASPER COUNTY PUBLIC LIBRARY

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 7

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.02-1.1-0651	EILEEN SPURGEON	FICA TAX COLLECTED/SALARIES AND	-9.76	000075	PAYROLL
200.02-1.1-0652	ELIZABETH THONE	FICA TAX COLLECTED/SALARIES AND	-7.51	000077	PAYROLL
200.02-1.1-0653	DANIEL L. WITTY	FICA TAX COLLECTED/SALARIES AND	-5.85	000080	PAYROLL
200.02-1.1-0654	MARTHA L. DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-42.14	000057	PAYROLL
200.02-1.1-0655	LYNN DAUGHERTY	FICA TAX COLLECTED/SALARIES AND	-67.28	000056	PAYROLL
200.02-1.1-0656	JENNIFER LANGLOIS	FICA TAX COLLECTED/SALARIES AND	-62.58	000067	PAYROLL
200.02-1.1-0657	DANNY GUNNELLS	FICA TAX COLLECTED/SALARIES AND	-104.83	000061	PAYROLL
		TOTAL= .00			
200.03-1.1-00595	MARY K. MARTIN	GIT TAX COLLECTED/SALARIES AND	-28.33	000042	PAYROLL
200.03-1.1-00631	MARY K. MARTIN	GIT TAX COLLECTED/SALARIES AND	-28.33	000069	PAYROLL
200.03-1.1-00661	INDIANA DEPARTMENT OF REVE	GIT TAX COLLECTED/SALARIES AND	653.00	008329	STATE & COUNTY TAXES W
200.03-1.1-0596	JULIE BRAY	GIT TAX COLLECTED/SALARIES AND	-25.50	000028	PAYROLL
200.03-1.1-0597	CHARLOTTE FAGEN	GIT TAX COLLECTED/SALARIES AND	-12.75	000033	PAYROLL
200.03-1.1-0598	SHARON SCHULENBERG	GIT TAX COLLECTED/SALARIES AND	-19.59	000047	PAYROLL
200.03-1.1-0599	JILL TACHTIRIS	GIT TAX COLLECTED/SALARIES AND	-13.90	000049	PAYROLL
200.03-1.1-0600	CHERYL WITTY	GIT TAX COLLECTED/SALARIES AND	-14.52	000052	PAYROLL
200.03-1.1-0601	JOAN KOPANDA	GIT TAX COLLECTED/SALARIES AND	-11.33	000039	PAYROLL
200.03-1.1-0602	DIANE WIERS	GIT TAX COLLECTED/SALARIES AND	-14.17	000051	PAYROLL
200.03-1.1-0603	MARY DUGGLEBY	GIT TAX COLLECTED/SALARIES AND	-14.68	000032	PAYROLL
200.03-1.1-0604	KATHLEEN PADGITT	GIT TAX COLLECTED/SALARIES AND	-11.33	000044	PAYROLL
200.03-1.1-0605	BONNIE POWELL	GIT TAX COLLECTED/SALARIES AND	-9.21	000045	PAYROLL
200.03-1.1-0606	GLENDA BROWN	GIT TAX COLLECTED/SALARIES AND	-16.08	000029	PAYROLL
200.03-1.1-0607	COLLEEN DONNELLY	GIT TAX COLLECTED/SALARIES AND	-2.16	000031	PAYROLL
200.03-1.1-0608	HEIRONIMUS, CHERYL	GIT TAX COLLECTED/SALARIES AND	-.75	000035	PAYROLL
200.03-1.1-0609	ROSE HOWARD	GIT TAX COLLECTED/SALARIES AND	-8.32	000036	PAYROLL
200.03-1.1-0610	MAIA KINGMAN	GIT TAX COLLECTED/SALARIES AND	-2.05	000037	PAYROLL
200.03-1.1-0611	DIANA KOOY	GIT TAX COLLECTED/SALARIES AND	-2.58	000038	PAYROLL
200.03-1.1-0612	LISA LINTNER	GIT TAX COLLECTED/SALARIES AND	-2.16	000041	PAYROLL
200.03-1.1-0613	RYAN MORELAND	GIT TAX COLLECTED/SALARIES AND	-2.28	000043	PAYROLL
200.03-1.1-0614	ALISA RUDE	GIT TAX COLLECTED/SALARIES AND	-2.16	000046	PAYROLL
200.03-1.1-0616	ELIZABETH THONE	GIT TAX COLLECTED/SALARIES AND	-2.99	000050	PAYROLL
200.03-1.1-0617	DANIEL L. WITTY	GIT TAX COLLECTED/SALARIES AND	-.34	000053	PAYROLL
200.03-1.1-0618	LYNN DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-30.46	000030	PAYROLL
200.03-1.1-0619	JENNIFER LANGLOIS	GIT TAX COLLECTED/SALARIES AND	-24.08	000040	PAYROLL
200.03-1.1-0620	DANNY GUNNELLS	GIT TAX COLLECTED/SALARIES AND	-44.62	000034	PAYROLL
200.03-1.1-0632	JULIE BRAY	GIT TAX COLLECTED/SALARIES AND	-25.50	000054	PAYROLL
200.03-1.1-0633	CHARLOTTE FAGEN	GIT TAX COLLECTED/SALARIES AND	-12.75	000060	PAYROLL
200.03-1.1-0634	SHARON SCHULENBERG	GIT TAX COLLECTED/SALARIES AND	-19.59	000074	PAYROLL
200.03-1.1-0635	JILL TACHTIRIS	GIT TAX COLLECTED/SALARIES AND	-13.90	000076	PAYROLL
200.03-1.1-0636	CHERYL WITTY	GIT TAX COLLECTED/SALARIES AND	-14.52	000079	PAYROLL
200.03-1.1-0637	JOAN KOPANDA	GIT TAX COLLECTED/SALARIES AND	-11.33	000066	PAYROLL
200.03-1.1-0638	DIANE WIERS	GIT TAX COLLECTED/SALARIES AND	-14.17	000078	PAYROLL
200.03-1.1-0639	MARY DUGGLEBY	GIT TAX COLLECTED/SALARIES AND	-14.68	000059	PAYROLL
200.03-1.1-0640	KATHLEEN PADGITT	GIT TAX COLLECTED/SALARIES AND	-11.33	000071	PAYROLL
200.03-1.1-0641	BONNIE POWELL	GIT TAX COLLECTED/SALARIES AND	-9.21	000072	PAYROLL
200.03-1.1-0642	GLENDA BROWN	GIT TAX COLLECTED/SALARIES AND	-16.08	000055	PAYROLL

DISBURSMENT REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47976
12 JUN 89

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.03-1.1-0644	HEIRONIMUS, CHERYL	GIT TAX COLLECTED/SALARIES AND	-7.75	000062	PAYROLL
200.03-1.1-0645	ROSE HOWARD	GIT TAX COLLECTED/SALARIES AND	-6.81	000063	PAYROLL
200.03-1.1-0646	MAIA KINGMAN	GIT TAX COLLECTED/SALARIES AND	-2.51	000064	PAYROLL
200.03-1.1-0647	DIANA KODY	GIT TAX COLLECTED/SALARIES AND	-3.88	000065	PAYROLL
200.03-1.1-0648	LISA LINTNER	GIT TAX COLLECTED/SALARIES AND	-2.73	000068	PAYROLL
200.03-1.1-0649	RYAN MORELAND	GIT TAX COLLECTED/SALARIES AND	-2.28	000070	PAYROLL
200.03-1.1-0650	ALISA RUDE	GIT TAX COLLECTED/SALARIES AND	-2.05	000073	PAYROLL
200.03-1.1-0652	ELIZABETH THONE	GIT TAX COLLECTED/SALARIES AND	-3.40	000077	PAYROLL
200.03-1.1-0654	MARTHA L. DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-19.08	000057	PAYROLL
200.03-1.1-0655	LYNN DAUGHERTY	GIT TAX COLLECTED/SALARIES AND	-30.46	000056	PAYROLL
200.03-1.1-0656	JENNIFER LANGLOIS	GIT TAX COLLECTED/SALARIES AND	-24.08	000067	PAYROLL
200.03-1.1-0657	DANNY GUNNELLS	GIT TAX COLLECTED/SALARIES AND	-44.62	000061	PAYROLL
		TOTAL= .00			
200.04-1.1-00595	MARY K. MARTIN	CO TAX COLLECTED/SALARIES AND W	-8.33	000042	PAYROLL
200.04-1.1-00631	MARY K. MARTIN	CO TAX COLLECTED/SALARIES AND W	-8.33	000069	PAYROLL
200.04-1.1-00661	INDIANA DEPARTMENT OF REVE	CO TAX COLLECTED/SALARIES AND W	192.05	008329	STATE & COUNTY TAXES WIT
200.04-1.1-0596	JULIE BRAY	CO TAX COLLECTED/SALARIES AND W	-7.50	000028	PAYROLL
200.04-1.1-0597	CHARLOTTE FAGEN	CO TAX COLLECTED/SALARIES AND W	-3.75	000033	PAYROLL
200.04-1.1-0598	SHARON SCHULENBERG	CO TAX COLLECTED/SALARIES AND W	-5.76	000047	PAYROLL
200.04-1.1-0599	JILL TACHTIRIS	CO TAX COLLECTED/SALARIES AND W	-4.09	000049	PAYROLL
200.04-1.1-0600	CHERYL WITTY	CO TAX COLLECTED/SALARIES AND W	-4.27	000052	PAYROLL
200.04-1.1-0601	JOAN KOPANDA	CO TAX COLLECTED/SALARIES AND W	-3.33	000039	PAYROLL
200.04-1.1-0602	DIANE WIERS	CO TAX COLLECTED/SALARIES AND W	-4.17	000051	PAYROLL
200.04-1.1-0603	MARY DUGGLEBY	CO TAX COLLECTED/SALARIES AND W	-4.32	000032	PAYROLL
200.04-1.1-0604	KATHLEEN PADGITT	CO TAX COLLECTED/SALARIES AND W	-3.33	000044	PAYROLL
200.04-1.1-0605	BONNIE POWELL	CO TAX COLLECTED/SALARIES AND W	-2.71	000045	PAYROLL
200.04-1.1-0606	GLENDA BROWN	CO TAX COLLECTED/SALARIES AND W	-4.73	000029	PAYROLL
200.04-1.1-0607	COLLEEN DONNELLY	CO TAX COLLECTED/SALARIES AND W	-.64	000031	PAYROLL
200.04-1.1-0608	HEIRONIMUS, CHERYL	CO TAX COLLECTED/SALARIES AND W	-.22	000035	PAYROLL
200.04-1.1-0609	ROSE HOWARD	CO TAX COLLECTED/SALARIES AND W	-2.45	000036	PAYROLL
200.04-1.1-0610	MAIA KINGMAN	CO TAX COLLECTED/SALARIES AND W	-.60	000037	PAYROLL
200.04-1.1-0611	DIANA KODY	CO TAX COLLECTED/SALARIES AND W	-.76	000038	PAYROLL
200.04-1.1-0612	LISA LINTNER	CO TAX COLLECTED/SALARIES AND W	-.64	000041	PAYROLL
200.04-1.1-0613	RYAN MORELAND	CO TAX COLLECTED/SALARIES AND W	-.67	000043	PAYROLL
200.04-1.1-0614	ALISA RUDE	CO TAX COLLECTED/SALARIES AND W	-.64	000046	PAYROLL
200.04-1.1-0616	ELIZABETH THONE	CO TAX COLLECTED/SALARIES AND W	-.88	000050	PAYROLL
200.04-1.1-0617	DANIEL L. WITTY	CO TAX COLLECTED/SALARIES AND W	-.10	000053	PAYROLL
200.04-1.1-0618	LYNN DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-8.96	000030	PAYROLL
200.04-1.1-0619	JENNIFER LANGLOIS	CO TAX COLLECTED/SALARIES AND W	-7.08	000040	PAYROLL
200.04-1.1-0620	DANNY GUNNELLS	CO TAX COLLECTED/SALARIES AND W	-13.12	000034	PAYROLL
200.04-1.1-0632	JULIE BRAY	CO TAX COLLECTED/SALARIES AND W	-7.50	000054	PAYROLL
200.04-1.1-0633	CHARLOTTE FAGEN	CO TAX COLLECTED/SALARIES AND W	-3.75	000060	PAYROLL
200.04-1.1-0634	SHARON SCHULENBERG	CO TAX COLLECTED/SALARIES AND W	-5.76	000074	PAYROLL
200.04-1.1-0635	JILL TACHTIRIS	CO TAX COLLECTED/SALARIES AND W	-4.09	000076	PAYROLL
200.04-1.1-0636	CHERYL WITTY	CO TAX COLLECTED/SALARIES AND W	-4.27	000079	PAYROLL
200.04-1.1-0637	JOAN KOPANDA	CO TAX COLLECTED/SALARIES AND W	-3.33	000066	PAYROLL
200.04-1.1-0639	DIANE WIERS	CO TAX COLLECTED/SALARIES AND W			

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----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

12 JUN 89

PAGE 9

Fund-Account_Claim #	Name of Claimant	Office/Department/Fund	Amount of Warrant		Explanation
			Claim	Number	
200.04-1.1-0639	MARY DUGGLEY	CO TAX COLLECTED/SALARIES AND W	-4.32	000059	PAYROLL
200.04-1.1-0640	KATHLEEN PADGITT	CO TAX COLLECTED/SALARIES AND W	-3.33	000071	PAYROLL
200.04-1.1-0641	BONNIE POWELL	CO TAX COLLECTED/SALARIES AND W	-2.71	000072	PAYROLL
200.04-1.1-0642	GLENDA BROWN	CO TAX COLLECTED/SALARIES AND W	-4.73	000055	PAYROLL
200.04-1.1-0643	COLLEEN DONNELLY	CO TAX COLLECTED/SALARIES AND W	-.77	000058	PAYROLL
200.04-1.1-0644	HEIRONIMUS, CHERYL	CO TAX COLLECTED/SALARIES AND W	-.22	000062	PAYROLL
200.04-1.1-0645	ROSE HOWARD	CO TAX COLLECTED/SALARIES AND W	-2.00	000063	PAYROLL
200.04-1.1-0646	MAIA KINGMAN	CO TAX COLLECTED/SALARIES AND W	-.74	000064	PAYROLL
200.04-1.1-0647	DIANA KOOY	CO TAX COLLECTED/SALARIES AND W	-1.14	000065	PAYROLL
200.04-1.1-0648	LISA LINTNER	CO TAX COLLECTED/SALARIES AND W	-.80	000068	PAYROLL
200.04-1.1-0649	RYAN MORELAND	CO TAX COLLECTED/SALARIES AND W	-.67	000070	PAYROLL
200.04-1.1-0650	ALISA RUDE	CO TAX COLLECTED/SALARIES AND W	-.60	000073	PAYROLL
200.04-1.1-0652	ELIZABETH THONE	CO TAX COLLECTED/SALARIES AND W	-1.00	000077	PAYROLL
200.04-1.1-0654	MARTHA L. DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-5.61	000057	PAYROLL
200.04-1.1-0655	LYNN DAUGHERTY	CO TAX COLLECTED/SALARIES AND W	-8.96	000056	PAYROLL
200.04-1.1-0656	JENNIFER LANGLOIS	CO TAX COLLECTED/SALARIES AND W	-7.08	000067	PAYROLL
200.04-1.1-0657	DANNY GUNNELLS	CO TAX COLLECTED/SALARIES AND W	-13.12	000061	PAYROLL
		TOTAL= .00			
200.05-1.1-00589	INDIANA DEFERRED COMPENSAT	IND.DEFERRED COMPENSATION/SALAR	115.00	008316	MAY 15TH,1989 PAYROLL-DE
200.05-1.1-0598	SHARON SCHULENBERG	IND.DEFERRED COMPENSATION/SALAR	-30.00	000047	PAYROLL
200.05-1.1-0618	LYNN DAUGHERTY	IND.DEFERRED COMPENSATION/SALAR	-85.00	000030	PAYROLL
200.05-1.1-0634	SHARON SCHULENBERG	IND.DEFERRED COMPENSATION/SALAR	-30.00	000074	PAYROLL
200.05-1.1-0655	LYNN DAUGHERTY	IND.DEFERRED COMPENSATION/SALAR	-85.00	000056	PAYROLL
200.05-1.1-0658	INDIANA DEFERRED COMPENSAT	IND.DEFERRED COMPENSATION/SALAR	115.00	008326	WITHHOLDING 5-31-89
		TOTAL= .00			
200.06-1.1-00590	NATIONAL BOND & TRUST COMP	BONDS PURCHASED/SALARIES AND WA	61.33	008317	BONDS PURCHASED
200.06-1.1-00595	MARY K. MARTIN	BONDS PURCHASED/SALARIES AND WA	-25.00	000042	PAYROLL
200.06-1.1-00631	MARY K. MARTIN	BONDS PURCHASED/SALARIES AND WA	-25.00	000069	PAYROLL
200.06-1.1-00659	NATIONAL BOND & TRUST COMP	BONDS PURCHASED/SALARIES AND WA	61.33	008327	WITHHOLDING 5-31-89
200.06-1.1-0600	CHERYL WITTY	BONDS PURCHASED/SALARIES AND WA	-11.33	000052	PAYROLL
200.06-1.1-0620	DANNY GUNNELLS	BONDS PURCHASED/SALARIES AND WA	-25.00	000034	PAYROLL
200.06-1.1-0636	CHERYL WITTY	BONDS PURCHASED/SALARIES AND WA	-11.33	000079	PAYROLL
200.06-1.1-0657	DANNY GUNNELLS	BONDS PURCHASED/SALARIES AND WA	-25.00	000061	PAYROLL
		TOTAL= .00			
200.07-1.1-00595	MARY K. MARTIN	HEALTH INSURANCE/SALARIES AND W	-4.41	000042	PAYROLL
200.07-1.1-00631	MARY K. MARTIN	HEALTH INSURANCE/SALARIES AND W	-4.41	000069	PAYROLL
200.07-1.1-0604	KATHLEEN PADGITT	HEALTH INSURANCE/SALARIES AND W	-3.34	000044	PAYROLL
200.07-1.1-0640	KATHLEEN PADGITT	HEALTH INSURANCE/SALARIES AND W	-3.34	000071	PAYROLL
		TOTAL= -15.50			
		--TOTAL AMOUNT OF CLAIMS--			
			66234.41		

JULY

AGENDA.....July 10, 1989
Regular Monthly Meeting 7:00 pm
Board of Trustees
Jasper County Public Library
Rensselaer Library

Executive session: status of employees

1) Call to order

2) Minutes

3) Bills/Financial Statements

3.1 Bills/Payroll

3.2 Financial Statements

3.3 Advance draw resolution

4) Director's Report/Committee Reports

4.1 Statistical Report

5) Unfinished Business

5.1 Feasibility study

5.2 Fax machines

6) New Business

6.1 Budget Committee Report

6.2 Wheatfield maintenance & gutter addition

7) Miscellaneous Business

7.1 ALA meeting report

7.2 Leadership program
7/11

8) Adjournment

Minutes
Regular Monthly Board Meeting
Jasper County Public Library
Board of Trustees
Rensselaer Library
6/12/89

President Wil Doty called the meeting to order at 7:25 P. M. All members were present, and the minutes were approved as written on a motion by Miriam Lawyer and a second by Marge Hohner.

The bills to be paid and the payroll were approved on a motion by Wanda Stewart and a second by Miriam Lawyer. The financial statement was examined and Director Gunnells explained that he and Ms. Witty had worked on explaining and reconciling the statement with bank accounts. Account A1, the Bank One account, was still unreconciled, showing substantially less of a difference than last month, he and Ms. Witty having found several unposted or misposted items. All other accounts, accounts A2-A7, were now reconciled with the figures on the statement generated by the office computers agreeing with the monthly bank statements. Director Gunnells stated that State auditors would come to the Library once they were finished at the court house and aid in reconciling this last account. This regular audit on the two year cycle should occur about the middle of July 1989. Director Gunnells asked about the Board's wishes regarding names on the Library's lock box. The Board recommended leaving member Bob Souza's name on the lock box and adding Gunnells' name as well. Member Casey asked why certain figures on the report which would seem to be identical did not match. Gunnells reported that to the best of his knowledge at this point the difference between the figures was due to the fact that one column included transfers and the other did not.

Mr. Gunnells reported on three personnel items. He had adjusted the salary of Administrative Assistant, Cheryl Witty, since she had taken on additional duties in connection with bookkeeping on the computer and preparing for Board meetings. He also had spoken with Lynn Daugherty and asked if she would object to being named Assistant Director, and had spoken with the members of the budget committee in their last meeting and had made this move and had adjusted her salary accordingly within budget and salary range guidelines. Mr. Gunnells promised to report on the exact figures decided upon at the next Board meeting. Mr. Gunnells also reported on the request of Mary Martin to be relieved of either the Headquarters Librarian position or the Head of Technical Services position and Mr. Gunnells

had, after careful consideration of the situation and discussion with Ms. Martin, decided to name Ms. Martin Head of Technical Services, assume the duties of Headquarters Librarian himself temporarily, and put money for a Headquarters Librarian back in the budget in the 1990 budget. President Doty suggested that, using money saved between the resignation of Cathy Salyers and the appointment of Director Gunnells, Mr. Gunnells should begin the search for a new Headquarters Librarian soon and plan on appointing someone during the last quarter of 1989, or earlier if the budget allowed. Mr. Gunnells and the rest of the Board thought this a good suggestion and it was to be implemented as soon as possible.

Mr. Gunnells mentioned the increases in circulation at all locations, with very large increases at Demotte and Wheatfield. Mr. Gunnells thought the lower increase at Rensselaer was partly due to barriers, such as stairways, lack of parking, etc. that the existing building had at the Rensselaer location.

Mr. Gunnells asked that an annual evaluation of the Director be done some time in the fall, as much as a planning move and as much as an informational move for Board and Director as an 'evaluation.' President Doty agreed that, after attending evaluation workshops at the Trustee workshop in Indianapolis, he also thought this was a good idea. The Board agreed to do so.

Mr. Gunnells stated that Cathy Salyers had approached the Library about the economic development arm of the Rensselaer Chamber of Commerce taking over production and updating of the Jasper County Fact Book. After some discussion the Board agreed to have Mr. Gunnells send a note to Mr. Jim Allen and Cathy Salyers releasing any claim of the Library to the publication.

In respect to unfinished business, the Board decided to allow the Director \$1,200 to purchase a new video cabinet for the Rensselaer Library. Mr. Gunnells explained that two more feasibility study proposals were due and when all were in he would report to the Board on the proposals for a decision on which to choose and when to start the study project. All should be available for examination and comparison by the July Board Meeting. Mr. Gunnells showed the Board a sketch of a proposed sign for the Demotte Library yard which the Friends of the Library would like to buy up to \$1,000. After some discussion the sign was accepted and the wording decided upon. The Board wanted to make sure that the wording Jasper County Public Library and Demotte Branch Library were somewhere in the sign. Reports were made on plans for attending the American Library Association meeting in Dallas, Texas. Reports were also

made on attendance of the Trustee Workshop in Indianapolis and the Budget Clinic at the Crown Point Library.

Under new business, the budget committee reported that it had met once and would be meeting again and would report on its work at the next Board Meeting in July.

Mr. Gunnells mentioned that a presentation on FAX machines would be made by Jacobsen's at the staff meeting in Demotte on the following Friday. He hoped to have information on FAX machines at the next Board meeting.

There being no further business to consider, the meeting was adjourned on a motion by Miriam Lawyer and a second by Barb Leestma.

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JUNE 1989

RENSSELAER

DEMOTTE

WHEATFIELD

INTERLIBRARY LOANS

Requests	54	49	13
Received	43	41	10
Outstanding	11	8	3

INTRALIBRARY LOANS

Filled	52	34	44
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REGISTRATION

Borrowers added			
Resident	97	155	52
Non-resident			
fee	9		
Expired cards	152		
Total Registered	11920		

REFERENCE QUESTIONS

Telephone			
Directional	31	39	103
Reference	49	110	58
In-person			
Directional	10	24	62
Reference	75	198	73
Total	165	371	296

LOCAL HISTORY

In person	12
Microfilms used	9
Letters	

Salary Changes

Cheryl Witty	<u>Gross</u>	11,250.00 to 13,950.00
Administrative Assistant		468.75 to 581.25 per pay period
Lynn Daugherty	<u>Gross</u>	21,500.00 to 22,700.00
Assistant Director		895.84 to 945.84 per pay period

DISBURSMENT LIST
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 10 JUL 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
000095	00728	MARY K. MARTIN	631.37	15 JUN 89	PAYROLL	X
000081	0729	JULIE BRAY	555.07	15 JUN 89	PAYROLL	X
000086	0730	CHARLOTTE FAGEN	428.40	15 JUN 89	PAYROLL	X
000100	0731	SHARON SCHULENBERG	395.48	15 JUN 89	PAYROLL	X
000101	0732	JILL TACHTIRIS	318.81	15 JUN 89	PAYROLL	X
000104	0733	CHERYL WITTY	447.78	15 JUN 89	PAYROLL	X
000092	0734	JOAN KOPANDA	202.67	15 JUN 89	PAYROLL	X
000103	0735	DIANE WIERS	311.44	15 JUN 89	PAYROLL	X
000085	0736	MARY DUGGLEBY	335.45	15 JUN 89	PAYROLL	X
000098	0737	KATHLEEN PADGITT	336.78	15 JUN 89	PAYROLL	X
000082	0738	GLENDA BROWN	365.60	15 JUN 89	PAYROLL	X
000084	0739	COLLEEN DONNELLY	84.56	15 JUN 89	PAYROLL	X
000088	0740	HEIRONIMUS, CHERYL	78.57	15 JUN 89	PAYROLL	X
000089	0741	ROSE HOWARD	215.10	15 JUN 89	PAYROLL	X
000090	0742	MAIA KINGMAN	53.42	15 JUN 89	PAYROLL	X
000091	0743	DIANA KOOY	66.95	15 JUN 89	PAYROLL	X
000094	0744	LISA LINTNER	80.34	15 JUN 89	PAYROLL	X
000097	0745	RYAN MORELAND	46.07	15 JUN 89	PAYROLL	X
000099	0746	ALISA RUDE	60.76	15 JUN 89	PAYROLL	X
000102	0747	ELIZABETH THONE	79.57	15 JUN 89	PAYROLL	X
000105	0748	DANIEL L. WITTY	72.03	15 JUN 89	PAYROLL	X
000083	0749	LYNN DAUGHERTY	639.01	15 JUN 89	PAYROLL	X
000096	0750	HEATHER MASON	114.14	15 JUN 89	PAYROLL	X
000093	0751	JENNIFER LANGLOIS	672.04	15 JUN 89	PAYROLL	X
000087	0752	DANNY GUNNELLS	977.46	15 JUN 89	PAYROLL	X
008389	0753	INDIANA DEFERRED COMPENSATIO	115.00	15 JUN 89	15 JUNE 89 PAYROLL WITHHOLDI	X
008390	00754	NATIONAL BOND & TRUST COMPAN	61.33	15 JUN 89	15 JUNE 89 PAYROLL WITHHOLDI	X
008391	00755	BANK ONE	2569.94	15 JUN 89	FICA & FIT TAXES WITHHELD 6-	X
ADJ. ENTR	00756	DEMOITE STATE BANK	5.00	15 JUN 89	SERVICE CHARGE FOR MAY 1989	X
000122	00757	MARY K. MARTIN	631.37	30 JUN 89	PAYROLL	X
000106	0758	JULIE BRAY	555.07	30 JUN 89	PAYROLL	X
000111	0759	CHARLOTTE FAGEN	428.40	30 JUN 89	PAYROLL	X
000127	0760	SHARON SCHULENBERG	395.48	30 JUN 89	PAYROLL	X
000129	0761	JILL TACHTIRIS	318.81	30 JUN 89	PAYROLL	X
000132	0762	CHERYL WITTY	447.78	30 JUN 89	PAYROLL	X
000119	0763	JOAN KOPANDA	202.67	30 JUN 89	PAYROLL	X
000131	0764	DIANE WIERS	311.44	30 JUN 89	PAYROLL	X
000110	0765	MARY DUGGLEBY	335.45	30 JUN 89	PAYROLL	X
000125	0766	KATHLEEN PADGITT	336.78	30 JUN 89	PAYROLL	X
000107	0767	GLENDA BROWN	365.60	30 JUN 89	PAYROLL	X
000109	0768	COLLEEN DONNELLY	187.06	30 JUN 89	PAYROLL	X
000113	0769	HEIRONIMUS, CHERYL	72.65	30 JUN 89	PAYROLL	X
000117	0770	ROSE HOWARD	78.40	30 JUN 89	PAYROLL	X
000118	0771	MAIA KINGMAN	65.67	30 JUN 89	PAYROLL	X
000121	0772	LISA LINTNER	50.97	30 JUN 89	PAYROLL	X
000124	0773	RYAN MORELAND	55.87	30 JUN 89	PAYROLL	X
000126	0774	ALISA RUDE	77.91	30 JUN 89	PAYROLL	X
000128	0775	ELIEN SCHULENBERG	48.00	30 JUN 89	PAYROLL	X

DISBURSMENT LIST

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 JUL 89

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
000130	0776	ELIZABETH THONE	79.57	30 JUN 89	PAYROLL	X
000133	0777	DANIEL L. WITTY	142.83	30 JUN 89	PAYROLL	X
000108	0778	LYNN DAUGHERTY	639.01	30 JUN 89	PAYROLL	X
000123	0779	HEATHER MASON	226.24	30 JUN 89	PAYROLL	X
000120	0780	JENNIFER LANGLOIS	672.04	30 JUN 89	PAYROLL	X
000112	0781	DANNY GUNNELLS	977.46	30 JUN 89	PAYROLL	X
008392	0782	INDIANA DEFERRED COMPENSATIO	115.00	30 JUN 89	WITHHOLDINGS FROM 30 JUN 89	X
008393	00783	NATIONAL BOND & TRUST COMPAN	61.33	30 JUN 89	WITHHOLDING FROM 30 JUN 89 P	X
008394	00784	BANK ONE	2622.30	30 JUN 89	FIT & FICA TAXES WITHHELD 30	X
008395	00785	INDIANA DEPARTMENT OF REVENUE	825.65	30 JUN 89	STATE & COUNTY TAX WITHHELD	X
	00786	CITY OF RENSSELAER	267.62	10 JUL 89	RENSSELAER UTILITIES	
	00787	NORTHWESTERN INDIANA TELEPHO	122.77	10 JUL 89	DEMOTTE TELEPHONE	
	00788	UNITED TELEPHONE COMPANY	251.32	10 JUL 89	RENSSELAER TELEPHONE	
	00789	ABC SCHOOL SUPPLY INC.	16.03	10 JUL 89	CRAFT SUPPLIES-CR	
	00790	ADVANTAGE COMPUTING	43.95	10 JUL 89	SOFTWARE-WHEATFIELD	
	00791	ASSOCIATED LIBRARIES, INC.	1827.29	10 JUL 89	BOOKS	
	00792	AUDIO EDITIONS	81.70	10 JUL 89	BOOKS ON CASSETTE	
	00793	AUSTIN BOOK SALES	1199.48	10 JUL 89	BOOKS	
	00794	BAKER & TAYLOR	164.17	10 JUL 89	BOOKS	
	00796	BAKER & TAYLOR	5857.03	10 JUL 89	BOOKS & BATAPHONE LEASE	
	00797	BRODART CO.	80.90	10 JUL 89	SYSDAC TAPE	
	00798	CHILDRENS PRESS	414.07	10 JUL 89	BOOKS	
	00799	CRITSER, INC.	1600.00	10 JUL 89	PAVING AT DEMOTTE	
	00800	DAVIDSON TITLES INC.	1107.16	10 JUL 89	BOOKS	
	00801	DEMCO	115.55	10 JUL 89	LIBRARY & PROCESSING SUPPLIE	
	00802	DEMOTTE CARPET	27.80	10 JUL 89	CLEANING SUP.-WHEATFIELD	
	00803	DEMOTTE OFFICE SUPPLY	30.39	10 JUL 89	HANGING FRAMES & FILES-DEMOT	
	00804	EBSCO SUBSCRIPTION SERVICES	220.00	10 JUL 89	SUBSCRIPTION-RENSSELAER	
	00805	EDUCATION ALLIANCE	110.00	10 JUL 89	COMPUTER EQUIPMENT-RENSSELAE	
	00806	EDUCATION RECORD CENTER	330.51	10 JUL 89	RECORDS & CASSETTES	
	00807	FACTS ON FILE, INC.	946.43	10 JUL 89	SUBSCRIPTIONS-D,R & BOOKS	
	00808	DAN FAGEN	30.00	10 JUL 89	MOWING AT DEMOTTE	
	00809	GALE RESEARCH INC.	49.45	10 JUL 89	BOOKS	
	00810	GOODWIN FIRE EQUIPMENT	156.00	10 JUL 89	EXTINGUISHER SERVICE & REPLA	
	00811	DANNY GUNNELLS	481.16	10 JUL 89	MILEAGE & ALA REIMBURSEMENT	
	00812	HARPER & ROW, PUBLISHERS, IN	49.30	10 JUL 89	CASSETTES	
	00813	HERITAGE OFFICE PRODUCTS, IN	1582.12	10 JUL 89	SER.CONT., FURNITURE, OFFICE	
	00814	HOOK'S	32.50	10 JUL 89	NEWSPAPERS-DEMOTTE	
	00815	JOLINK LANDSCAPING	37.50	10 JUL 89	PRUNING SHRUBS-DEMOTTE	
	00816	LISTENING LIBRARY INC.	26.90	10 JUL 89	RECORDINGS	
	00817	MARSHALL CAVENDISH CORPORATI	219.85	10 JUL 89	BOOKS	
	00818	RON MC ATEE	200.00	10 JUL 89	COMPUTER CLASS-WHEATFIELD	
	00819	MUSIC FOR LITTLE PEOPLE	174.37	10 JUL 89	CASSETTES	
	00820	NATIONAL GEOGRAPHIC SOCIETY	11.50	10 JUL 89	BOOKS	
	00821	ODMS DISPOSAL SERVICE INC.	11.50	10 JUL 89	TRASH PICK-UP-DEMOTTE	
	00822	POLAR REFRIGERATION	57.70	10 JUL 89	REPAIR AIR CONDITIONER-WHEAT	
	00823	POST TRIBUNE	124.80	10 JUL 89	NEWSPAPER-WHEATFIELD	

DISBURSMENT LIST

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 JUL 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	Posted
	00825	QUALITY BOOKS INC.	1432.75	10 JUL 89	BOOKS	
	00826	QUILL	146.07	10 JUL 89	TRASH BAGS-R,D,W	
	00827	R W POOL CO., INC.	40.56	10 JUL 89	PAPER TOWEL-DEMOTTE	
	00828	RENSSELAER REPUBLICAN	54.00	10 JUL 89	SUBSCRIPTION-WHEATFIELD	
	00829	ROBINSON DIRECTORIES, INC.	383.50	10 JUL 89	BOOKS	
	00830	ROURKE PUBLISHING GROUP	304.55	10 JUL 89	BOOKS	
	00831	SILVER BURDETT PRESS	755.36	10 JUL 89	BOOKS	
	00832	TEETERS CULLIGAN	19.90	10 JUL 89	COOLER RENTAL-WHEATFIELD	
	00833	UPSTART	15.95	10 JUL 89	POSTERS & DISPLAYS-WHEATFIELD	
	00834	WALLMANN'S	13.94	10 JUL 89	JANITORIAL SUP.-WHEATFIELD	
	00835	FELICIA WARRAN	111.25	10 JUL 89	JANITORIAL SERVICE	
	00836	KATHLEEN ZMUDA	226.00	10 JUL 89	PROGRAMS & AUDIOCASSETTES	
	00837	SECURITY COURIERS, INC.	357.50	10 JUL 89	TRANSPORT	
	00838	INDIANA DEPT. OF EMPLOYMENT	298.90	10 JUL 89	UNEMPLOYMENT COMPENSATION	
		--TOTAL AMOUNT OF CLAIMS--	44046.09			

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 10 JUL 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	45922.29	92409.51	298518.62	44847.29	296749.23	93484.51
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	1823.21	50.00	2914.19	.00	3344.75	1873.21
110.02	RENSSELAER GIFT FUND	349.85	.00	738.03	14.41	1403.07	335.44
110.03	WHEATFIELD GIFT FUND	1133.28	220.00	1717.28	200.00	1485.82	1153.28
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	3887.13	3726.29	8069.67	.00	3881.39	7613.42
120.02	WHEATFIELD BOND AND INTEREST	7962.81	23122.02	39459.83	.00	62160.37	31084.83
130	LIRF FUND	25362.24	.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	SIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND. DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	51.27	.00	.00	-15.50	13.72	66.77
-TOTAL ALL FUNDS-		286612.08	119527.82	497058.21	45046.20	493696.70	361093.70

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
10 JUL 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	8700.82	21299.18
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	16761.13	102224.69	103275.31
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	591.86	3605.83	6594.17
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1512.89	10005.97	8494.03
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	298.90	733.19	1116.81
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	2.20	932.30	-182.30
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	.00	1100.00
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	205.37	1477.41	1822.59
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	228.37	2316.61	1433.39
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	167.70	582.30
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	187.83	3449.94	3550.06
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	541.49	2958.51
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	679.75	2467.25	532.75
3.21	TELEPHONE	6500.00	.00	6500.00	449.67	3211.37	3288.63
3.22	POSTAGE	2500.00	.00	2500.00	219.80	1210.12	1289.88
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	156.00	1132.40	2867.60
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	511.41	3007.10	2992.90
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	907.72	-507.72
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	.00	1000.00
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	550.00	50.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4492.00	2508.00
3.51	GAS	6000.00	.00	6000.00	52.22	3465.51	2534.49
3.52	ELECTRICITY	15000.00	.00	15000.00	858.07	5665.39	9334.61
3.53	WATER	500.00	.00	500.00	22.43	101.45	398.55
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	25.02	105.38	294.62
3.61	BUILDING & STRUCTURES <i>repairs</i>	4500.00	.00	4500.00	.00	1612.53	2887.47
3.62	EQUIPMENT <i>Repairs</i>	1000.00	.00	1000.00	93.70	286.98	713.02
3.72	EQUIPMENT <i>rental</i>	400.00	.00	400.00	294.90	1702.85	-1302.85
3.91	DUES	750.00	.00	750.00	.00	175.00	575.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	809.19	3068.19	4431.81
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT <i>new</i>	20000.00	.00	20000.00	906.95	5171.98	14828.02
4.51	BOOKS	95000.00	.00	95000.00	13074.61	36553.68	58446.32
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	1361.30	12208.90	2791.10
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	721.73	3243.81	12356.19
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	425.33	9297.25	5508.67
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	8425.51	8022.84
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	1600.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	44842.29	246724.66	344137.58

REGISTER OF RECEIPTS
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
10 JUL 89

PAGE 1

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
15 JUN 89	5263	BANK ONE	361.1 OPERATING FUND/SUPER NOW ACCOUNT IN	258.47	APRIL 1989 CHECKING INTEREST
15 JUN 89	5264	BANK ONE	361.1 OPERATING FUND/SUPER NOW ACCOUNT IN	491.07	MAY 1989 CHECKING INTEREST
15 JUN 89	5265	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	85.75	WHEATFIELD FINES
15 JUN 89	5266	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	46.45	WHEATFIELD PHOTOCOPIES
15 JUN 89	5267	MISC. INCOME	343.3 OPERATING FUND/CARDS	.50	WHEATFIELD CARDS
15 JUN 89	5268	MISC. PERSONS	364.1 WHEATFIELD GIFT FUND/DONATIONS	200.00	WHEATFIELD COMPUTER CLASS-FE
E					
15 JUN 89	5269	GRACE BIBLE CHURCH	364.1 WHEATFIELD GIFT FUND/DONATIONS	20.00	UNDESIGNATED GIFT
15 JUN 89	5270	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	84.00	DEMOTTE FINES
15 JUN 89	5271	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	35.00	DEMOTTE PHOTOCOPIES
15 JUN 89	5272	MISC. INCOME	341.3 OPERATING FUND/CARDS	.50	DEMOTTE CARDS
15 JUN 89	5273	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	67.60	RENSSELAER FINES
15 JUN 89	5274	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	37.70	RENSSELAER PHOTOCOPIES
15 JUN 89	5275	MISC. INCOME	342.3 OPERATING FUND/CARDS	1.00	RENSSELAER CARDS
15 JUN 89	5276	TREASURER OF JASPER COUNTY, I	311 DEMOTTE BOND AND INTEREST/PROPERTY	3197.48	JUNE 1989 DISTRIBUTION
15 JUN 89	5277	TREASURER OF JASPER COUNTY, I	312.2 DEMOTTE BOND AND INTEREST/LICENSE E	469.12	JUNE 1989 DISTRIBUTION
15 JUN 89	5278	TREASURER OF JASPER COUNTY, I	312.1 DEMOTTE BOND AND INTEREST/BANKS, BU	59.69	JUNE 1989 DISTRIBUTION
15 JUN 89	5279	TREASURER OF JASPER COUNTY, I	311 WHEATFIELD BOND AND INTEREST/PROPER	19840.77	JUNE 1989 DISTRIBUTION
15 JUN 89	5280	TREASURER OF JASPER COUNTY, I	312.2 WHEATFIELD BOND AND INTEREST/LICENS	2910.90	JUNE 1989 DISTRIBUTION
15 JUN 89	5281	TREASURER OF JASPER COUNTY, I	312.1 WHEATFIELD BOND AND INTEREST/BANKS,	370.35	JUNE 1989 DISTRIBUTION
15 JUN 89	5282	TREASURER OF JASPER COUNTY, I	311 OPERATING FUND/PROPERTY TAX	76903.53	JUNE 1989 DISTRIBUTION
15 JUN 89	5283	TREASURER OF JASPER COUNTY, I	312.2 OPERATING FUND/LICENSE EXCISE TAXES	11282.73	JUNE 1989 DISTRIBUTION
15 JUN 89	5284	TREASURER OF JASPER COUNTY, I	312.2 OPERATING FUND/LICENSE EXCISE TAXES	1435.52	JUNE 1989 DISTRIBUTION
27 JUN 89	5285	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	65.70	DEMOTTE FINES
27 JUN 89	5286	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	35.55	DEMOTTE PHOTOCOPIES
27 JUN 89	5287	MISC. INCOME	341.3 OPERATING FUND/CARDS	10.50	DEMOTTE CARDS
27 JUN 89	5288	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	60.50	WHEATFIELD FINES
27 JUN 89	5289	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	20.90	WHEATFIELD PHOTOCOPIES
27 JUN 89	5290	MISC. INCOME	343.3 OPERATING FUND/CARDS	1.00	WHEATFIELD CARDS
27 JUN 89	5291	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	158.25	RENSSELAER FINES
27 JUN 89	5292	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	49.45	RENSSELAER PHOTOCOPIES
27 JUN 89	5293	MISC. INCOME	342.3 OPERATING FUND/CARDS	1.00	RENSSELAER CARDS
27 JUN 89	5294	NIALSA	396 OPERATING FUND/REFUNDS	18.00	REG. FOR MTG. NOT ATTENDED
27 JUN 89	5295	FIRST OF AMERICA	361.3 OPERATING FUND/HI FI ACCOUNTS	6.86	INTEREST ON BANK ACCOUNT
30 JUN 89	5296	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	61.85	DEMOTTE FINES
30 JUN 89	5297	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	51.80	DEMOTTE PHOTOCOPIES
30 JUN 89	5299	BELSTRA	364.1 DEMOTTE GIFT FUND/DONATIONS	50.00	UNDESIGNATED GIFT
10 JUL 89	5300	INDIANA NATIONAL BANK	361.3 OPERATING FUND/HI FI ACCOUNTS	21.00	INTEREST ON CHECKING ACCOUNT
10 JUL 89	5301	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	62.65	DEMOTTE FINES
10 JUL 89	5302	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	49.60	DEMOTTE PHOTOCOPIES
10 JUL 89	5303	MISC. INCOME	341.3 OPERATING FUND/CARDS	1.00	DEMOTTE CARDS
10 JUL 89	5304	MISC. INCOME	343.1 OPERATING FUND/FINES AND FEES	85.60	WHEATFIELD FINES
10 JUL 89	5305	MISC. INCOME	343.2 OPERATING FUND/PHOTOCOPIES	33.25	WHEATFIELD PHOTOCOPIES
10 JUL 89	5306	MISC. INCOME	343.3 OPERATING FUND/CARDS	2.00	WHEATFIELD CARDS
10 JUL 89	5307	MISC. INCOME	341.1 OPERATING FUND/FINES AND FEES	59.20	DEMOTTE FINES
10 JUL 89	5308	MISC. INCOME	341.2 OPERATING FUND/PHOTOCOPIES	75.20	DEMOTTE PHOTOCOPIES
10 JUL 89	5309	MISC. INCOME	341.3 OPERATING FUND/CARDS	1.00	DEMOTTE CARDS
10 JUL 89	5310	MISC. INCOME	342.1 OPERATING FUND/FINES AND FEES	74.25	RENSSELAER FINES
10 JUL 89	5311	MISC. INCOME	342.2 OPERATING FUND/PHOTOCOPIES	57.00	RENSSELAER PHOTOCOPIES

REGISTER OF RECEIPTS

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 JUL 89

PAGE 2

Date Received	Receipt Number	Name	Office/Department/Fund	Amount of Receipt	Explanation
10 JUL 89	5312	BANK ONE	361.1 OPERATING FUND/SUPER NOW ACCOUNT IN	616.58	INTEREST ON CHECKING ACCOUN
--TOTAL AMOUNT OF RECEIPTS--				119527.82	

RECEIPT BREAKDOWN FOR
JUNE 12, 1989

FINES..... 865.35

DeMotte	333.40
Rensselaer	300.10
Wheatfield	231.85

PHOTOCOPIES..... 491.90

DeMotte	247.15
Rensselaer	144.15
Wheatfield	100.60

CARDS..... 18.50

DeMotte	13.00
Rensselaer	2.00
Wheatfield	3.50

INTEREST..... 1393.98

GIFT FUNDS..... 270.00

DeMotte	50.00
Rensselaer	0.00
Wheatfield	220.00

REFUND FROM NIALSA FOR BUDGET WORKSHOP REGISTRATION... 18.00

JUNE 1989 DISTRIBUTION.....116470.09

Operating Fund	89621.78
DeMotte Bond	3726.29
Wheatfield Bond	23122.02

TOTAL AMOUNT OF RECEIPTS.....119527.82

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 10 JUL 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000081	0729	JULIE BRAY	555.07	15 JUN 89	PAYROLL
000082	0738	GLENDA BROWN	365.60	15 JUN 89	PAYROLL
000083	0749	LYNN DAUGHERTY	639.01	15 JUN 89	PAYROLL
000084	0739	COLLEEN DONNELLY	84.56	15 JUN 89	PAYROLL
000085	0736	MARY DUGGLEBY	335.45	15 JUN 89	PAYROLL
000086	0730	CHARLOTTE FAGEN	428.40	15 JUN 89	PAYROLL
000087	0752	DANNY GUNNELLS	977.46	15 JUN 89	PAYROLL
000088	0740	HEIRONIMUS, CHERYL	78.57	15 JUN 89	PAYROLL
000089	0741	ROSE HOWARD	215.10	15 JUN 89	PAYROLL
000090	0742	MAIA KINGMAN	53.42	15 JUN 89	PAYROLL
000091	0743	DIANA KOBY	66.95	15 JUN 89	PAYROLL
000092	0734	JOAN KOPANDA	202.67	15 JUN 89	PAYROLL
000093	0751	JENNIFER LANGLOIS	672.04	15 JUN 89	PAYROLL
000094	0744	LISA LINTNER	80.34	15 JUN 89	PAYROLL
000095	00728	MARY K. MARTIN	631.37	15 JUN 89	PAYROLL
000096	0750	HEATHER MASON	114.14	15 JUN 89	PAYROLL
000097	0745	RYAN MORELAND	46.07	15 JUN 89	PAYROLL
000098	0737	KATHLEEN PADGITT	336.78	15 JUN 89	PAYROLL
000099	0746	ALISA RUDE	60.76	15 JUN 89	PAYROLL
000100	0731	SHARON SCHULENBERG	395.48	15 JUN 89	PAYROLL
000101	0732	JILL TACHTIRIS	318.81	15 JUN 89	PAYROLL
000102	0747	ELIZABETH THONE	79.57	15 JUN 89	PAYROLL
000103	0735	DIANE WIERS	311.44	15 JUN 89	PAYROLL
000104	0733	CHERYL WITTY	447.78	15 JUN 89	PAYROLL
000105	0748	DANIEL L. WITTY	72.03	15 JUN 89	PAYROLL
000106	0758	JULIE BRAY	555.07	30 JUN 89	PAYROLL
000107	0767	GLENDA BROWN	365.60	30 JUN 89	PAYROLL
000108	0778	LYNN DAUGHERTY	639.01	30 JUN 89	PAYROLL
000109	0768	COLLEEN DONNELLY	187.06	30 JUN 89	PAYROLL
000110	0765	MARY DUGGLEBY	335.45	30 JUN 89	PAYROLL
000111	0759	CHARLOTTE FAGEN	428.40	30 JUN 89	PAYROLL
000112	0781	DANNY GUNNELLS	977.46	30 JUN 89	PAYROLL
000113	0769	HEIRONIMUS, CHERYL	72.65	30 JUN 89	PAYROLL
000117	0770	ROSE HOWARD	78.40	30 JUN 89	PAYROLL
000118	0771	MAIA KINGMAN	65.67	30 JUN 89	PAYROLL
000119	0763	JOAN KOPANDA	202.67	30 JUN 89	PAYROLL
000120	0780	JENNIFER LANGLOIS	672.04	30 JUN 89	PAYROLL
000121	0772	LISA LINTNER	50.97	30 JUN 89	PAYROLL
000122	00757	MARY K. MARTIN	631.37	30 JUN 89	PAYROLL
000123	0779	HEATHER MASON	226.24	30 JUN 89	PAYROLL
000124	0773	RYAN MORELAND	55.87	30 JUN 89	PAYROLL
000125	0766	KATHLEEN PADGITT	336.78	30 JUN 89	PAYROLL
000126	0774	ALISA RUDE	77.91	30 JUN 89	PAYROLL
000127	0760	SHARON SCHULENBERG	395.48	30 JUN 89	PAYROLL
000128	0775	EILEEN SPURGEON	48.09	30 JUN 89	PAYROLL
000129	0761	JILL TACHTIRIS	318.81	30 JUN 89	PAYROLL
000130	0776	ELIZABETH THONE	79.57	30 JUN 89	PAYROLL
000131	0764	DIANE WIERS	311.44	30 JUN 89	PAYROLL

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
10 JUL 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000132	0762	CHERYL WITTY	447.78	30 JUN 89	PAYROLL
000133	0777	DANIEL L. WITTY	142.83	30 JUN 89	PAYROLL
008389	0753	INDIANA DEFERRED COMPENSATIO	115.00	15 JUN 89	15 JUNE 89 PAYROLL WITHHOLDI
008390	00754	NATIONAL BOND & TRUST COMPAN	61.33	15 JUN 89	15 JUNE 89 PAYROLL WITHHOLDI
008391	00755	BANK ONE	2569.94	15 JUN 89	FICA & FIT TAXES WITHHELD 6-
008392	0782	INDIANA DEFERRED COMPENSATIO	115.00	30 JUN 89	WITHHOLDINGS FROM 30 JUN 89
008393	00783	NATIONAL BOND & TRUST COMPAN	61.33	30 JUN 89	WITHHOLDING FROM 30 JUN 89 P
008394	00784	BANK ONE	2622.30	30 JUN 89	FIT & FICA TAXES WITHHELD 30
008395	00785	INDIANA DEPARTMENT OF REVENU	825.65	30 JUN 89	STATE & COUNTY TAX WITHHELD
008397	00786	CITY OF RENSSELAER	267.62	10 JUL 89	RENSSELAER UTILITIES
008398	00787	NORTHWESTERN INDIANA TELEPHO	122.77	10 JUL 89	DEMOTTE TELEPHONE
008399	00788	UNITED TELEPHONE COMPANY	251.32	10 JUL 89	RENSSELAER TELEPHONE
008400	00789	ABC SCHOOL SUPPLY INC.	16.03	10 JUL 89	CRAFT SUPPLIES-CR
008401	00790	ADVANTAGE COMPUTING	43.95	10 JUL 89	SOFTWARE-WHEATFIELD
008402	00791	ASSOCIATED LIBRARIES, INC.	1827.29	10 JUL 89	BOOKS
008403	00792	AUDIO EDITIONS	81.70	10 JUL 89	BOOKS ON CASSETTE
008404	00793	AUSTIN BOOK SALES	1199.48	10 JUL 89	BOOKS
008405	00794	BAKER & TAYLOR	164.17	10 JUL 89	BOOKS
008406	00796	BAKER & TAYLOR	5857.03	10 JUL 89	BOOKS & BATAPHONE LEASE
008407	00797	BRODART CO.	80.90	10 JUL 89	SYSDAC TAPE
008408	00798	CHILDRENS PRESS	414.07	10 JUL 89	BOOKS
008409	00799	CRITSER, INC.	1600.00	10 JUL 89	PAVING AT DEMOTTE
008410	00800	DAVIDSON TITLES INC.	1107.16	10 JUL 89	BOOKS
008411	00801	DEMCO	115.55	10 JUL 89	LIBRARY & PROCESSING SUPPLIE
008412	00802	DEMOTTE CARPET	27.80	10 JUL 89	CLEANING SUP.-WHEATFIELD
008413	00803	DEMOTTE OFFICE SUPPLY	30.39	10 JUL 89	HANGING FRAMES & FILES-DEMOT
008414	00804	EBSCO SUBSCRIPTION SERVICES	220.00	10 JUL 89	SUBSCRIPTION-RENSSELAER
008415	00805	EDUCATION ALLIANCE	110.00	10 JUL 89	COMPUTER EQUIPMENT-RENSSELAE
008416	00806	EDUCATION RECORD CENTER	330.51	10 JUL 89	RECORDS & CASSETTES
008417	00807	FACTS ON FILE, INC.	946.43	10 JUL 89	SUBSCRIPTIONS-D,R & BOOKS
008418	00808	DAN FAGEN	30.00	10 JUL 89	MOWING AT DEMOTTE
008419	00809	GALE RESEARCH INC.	49.45	10 JUL 89	BOOKS
008420	00810	GOODWIN FIRE EQUIPMENT	156.00	10 JUL 89	EXTINGUISHER SERVICE & REPLA
008421	00811	DANNY GUNNELLS	481.16	10 JUL 89	MILEAGE & ALA REIMBURSEMENT
008422	00812	HARPER & ROW, PUBLISHERS, IN	49.30	10 JUL 89	CASSETTES
008423	00813	HERITAGE OFFICE PRODUCTS, IN	1582.12	10 JUL 89	SER.CONT., FURNITURE, OFFICE
008424	00814	HOOK'S	32.50	10 JUL 89	NEWSPAPERS-DEMOTTE
008425	00815	JOLINK LANDSCAPING	37.50	10 JUL 89	PRUNING SHRUBS-DEMOTTE
008426	00816	LISTENING LIBRARY INC.	26.90	10 JUL 89	RECORDINGS
008427	00817	MARSHALL CAVENDISH CORPORATI	219.85	10 JUL 89	BOOKS
008428	00818	RON MC ATEE	200.00	10 JUL 89	COMPUTER CLASS-WHEATFIELD
008429	00819	MUSIC FOR LITTLE PEOPLE	174.37	10 JUL 89	CASSETTES
008430	00820	NATIONAL GEOGRAPHIC SOCIETY	11.50	10 JUL 89	BOOKS
008431	00821	ODMS DISPOSAL SERVICE INC.	11.50	10 JUL 89	TRASH PICK-UP-DEMOTTE
008432	00822	POLAR REFRIGERATION	57.70	10 JUL 89	REPAIR AIR CONDITIONER-WHEAT
008433	00823	POST TRIBUNE	124.80	10 JUL 89	NEWSPAPER-WHEATFIELD
008434	00824	POSTMASTER GENERAL	180.00	10 JUL 89	POSTAGE
008435	00825	QUALITY BOOKS INC.	1432.75	10 JUL 89	BOOKS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 JUL 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
00B436	00B26	QUILL	146.07	10 JUL 89	TRASH BAGS-R,D,W
00B437	00B27	R W POOL CO., INC.	40.56	10 JUL 89	PAPER TOWEL-DEMOTTE
00B438	00B28	RENSSELAER REPUBLICAN	54.00	10 JUL 89	SUBSCRIPTION-WHEATFIELD
00B439	00B29	ROBINSON DIRECTORIES, INC.	383.50	10 JUL 89	BOOKS
00B440	00B30	ROURKE PUBLISHING GROUP	304.55	10 JUL 89	BOOKS
00B441	00B31	SILVER BURDETT PRESS	755.36	10 JUL 89	BOOKS
00B442	00B32	TEETERS CULLIGAN	19.90	10 JUL 89	COOLER RENTAL-WHEATFIELD
00B443	00B33	UPSTART	15.95	10 JUL 89	POSTERS & DISPLAYS-WHEATFIEL
00B444	00B34	WALLMANN'S	13.94	10 JUL 89	JANITORIAL SUP.-WHEATFIELD
00B445	00B35	FELICIA WARRAN	111.25	10 JUL 89	JANITORIAL SERVICE
00B446	00B36	KATHLEEN ZMUDA	226.00	10 JUL 89	PROGRAMS & AUDIOCASSETTES
00B447	00B37	SECURITY COURIERS, INC.	357.50	10 JUL 89	TRANSPORT
00B448	00B38	INDIANA DEPT. OF EMPLOYMENT	298.90	10 JUL 89	UNEMPLOYMENT COMPENSATION
00B449	00B39	JOAN RUCINSKI	22.00	10 JUL 89	MILEAGE TO D & W TO GIVE PRO
00B450	00B40	JUDY R. HAMILTON	164.25	10 JUL 89	MEALS & LODGING FOR LAWYER A
00B451	00B41	CHERYL A. WITTY	48.16	10 JUL 89	PETTY CASH REIMBURSEMENT--RE
00B452	00B42	NIPSCO	263.91	10 JUL 89	UTILITIES-DEMOTTE
00B453	00B43	NIPSCO	426.21	10 JUL 89	UTILITIES--WHEATFIELD
00B454	00B44	UNITED TELEPHONE COMPANY	75.58	10 JUL 89	WHEATFIELD TELEPHONE
ADJ. ENTR	00756	DEMOTTE STATE BANK	5.00	15 JUN 89	SERVICE CHARGE FOR MAY 1989

--TOTAL AMOUNT OF CLAIMS-- 45046.20

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 45046.20. Dated 10 JUL 89.

_____	_____
_____	_____
_____	_____
_____	_____

-----BANK BALANCES-----
DATE (10 JUL 89)

A1 (BANK ONE CHECKING	)	B1 (	.142904.86}
A2 (CERTIFICATE OF DEPOSIT #1	)	B2 (	100000.00}
A3 (CERTIFICATE OF DEPOSIT #2	)	B3 (	102300.00}
A4 (FIRST OF AMERICA	)	B4 (	1531.51}
A5 (DEMOTTE STATE BANK	)	B5 (	931.83}
A6 (INDIANA FEDERAL	)	B6 (	9376.36}
A7 (LAFAYETTE NATIONAL BANK	)	B7 (	4049.14}
A8 (	)	B8 (	.00}
A9 (	)	B9 (	.00}
TOTAL		B10 (	361093.70}

From: Danny Gunnells, Director

To: Board of Trustees

Re: Discrepancy between Financial Report by Fund, Operating, Disbursements Year-to-Date (\$251,223.84) and Appropriation Report, Operating Fund, Disbursements-year-to-Date ((\$201,204.27), a total of difference of \$50,019.57 as of 7 June 1989 run of reports

At the last Board meeting, in response to a question from Board member Casey, Cheryl Witty and I responded that the difference between these two lines was due to the fact that the Appropriation Report included items written against an appropriation (numbered items 100-400) while the Financial Report included all transactions (such as transfers with a number higher than 400) whether there was an appropriation expenditure involved or not. This proves to indeed be the case and the difference of \$50,019.57 results from the following three transactions:

- 1) item category 6.13 dated 5/23 and in the amount of \$20,000.00 to repay LIRF loan
- 2) item category 6.3 dated 5/8 transfer to Bank One account in the amount of \$14,940.14, a cash flow transfer since we write most of our operating items from this account and this was just before receipt of tax monies, one of our two lowest balance periods of the year
- 3) item category 6.3 dated 3/10 in the amount of \$15,079.43, a transfer made in regard to designation of depositories

Any item thus number 500 or 600 will be outside appropriation categories and thus will not appear on appropriation reports. Total of the three transactions listed above is \$50,019.73 the difference between the two reports.

Cheryl and I appreciate such questions and the opportunity to explain them. If you have any other questions please let us know and we will explain them immediately or as soon as we can get adequate explanations ourselves.

Background of Wheatfield situation

- 6/2 Call from staff in the morning and follow-up meeting with them at 3:15-5:30 in the afternoon
- 6/12 Patron questions about change in Jennifer brought up by Marge Hohner in connection with reminder call about Board Meeting
- 6/13 Meeting with Jennifer Langlois, 3:30-5:45
- 6/21 Meeting of Mr. Gunnells with staff and with Lynn Daugherty, 8:30-10:30

Meetings with each individual staff member to occur in July as follow-up to goals and strategies set in meetings above.

6/13/89
Rensselaer Library
3:30-5:47 P.M.
Gunnells, Witty, Langlois

Re: discussion of Wheatfield Branch Librarian job and staff questions

From this discussion the following points emerged:

- 1) Ms. Langlois seemed unclear as to what the Branch Librarian job entailed
- 2) Ms. Langlois described herself as "not assertive"; Gunnells indicated this might be perceived as non-communicative, arbitrary
- 3) Ms. Langlois seemed unfamiliar with staff job descriptions
- 4) Ms. Langlois needed to meet regularly with staff
- 5) Ms. Langlois' "non-assertiveness" could be interpreted as sluggishness, distance, unconcern, uninvolvedness
- 6) Ms. Langlois expressed a guilt about working and not spending time with her baby
- 7) Ms. Langlois expressed that staff thinks her supervising is interfering instead of helping

In response to the above items the following suggestions were made and would be implemented:

- 1) Ms. Langlois will work on job descriptions for staff with staff cooperation and input
- 2) In delegating and giving instructions, Ms. Langlois will do more explaining (not necessarily to be confused with justification) of thought processes involved so as not to appear capricious, arbitrary, or interfering instead of supervising as the job requires

- 3) Ms. Langlois will hold regular staff meetings on Wednesday
- 4) Gunnells will work with Ms. Langlois on the current Branch Job Description to update and clarify it
- 5) Ms. Langlois will work to foster a spirit of team-work, partnership, cooperation; and do this, among other ways, by trying to avoid aloofness, distance, hesitance to communicate which she now seems to convey by being "unassertive."
- 6) Miss Langlois will try to deal with guilt about not being home with her child as best as she can and concentrate on doing the job in spite of this guilt

Also during this discussion, the following items were identified as part of a list of duties which could be added to and incorporated into the Branch Job Description:

- 1) Book selection
 - 2) Programming
 - 3) Shelf maintenance and collection development
 - 4) Building and equipment maintenance
 - 5) Public relations
 - 6) Cataloging: to be coordinated with Rensselaer and new Technical Services Librarian
 - 7) Supervision of staff and staff evaluations
 - 8) Ordering and control of supplies
 - 9) Coordination with other branches/locations via cooperation, regular meetings of management team, joint programs, etc.
 - 10) Scheduling: includes work assignments, vacations, etc.
 - 11) Other duties as assigned
- 6/30/89
Danny Gunnells

6/21/89

Wheatfield Library

8:30-11:30

Gunnells, Daugherty, Langlois, Duggleby, Wiers

Re: Discussion of Wheatfield Branch Library jobs and
staff questions

Among others, the following items were discussed:

- 1) Communication:
 - a) the need for clear and adequate instructions
 - b) thinking vs worrying: both take time and effort, so put time effort into thinking and planning
- 2) Supervision
 - a) supervising vs bossing
 - b) supervising vs interfering
 - c) leadership as a learned or acquired behavior
 - d) supervision and cooperation
- 3) Job descriptions
 - a) current ones at Wheatfield
 - b) relation to what actually occurs in the workplace and thus need to update them
 - c) formal structure vs informal structure of organizations
 - d) as tools for cooperation and planning
 - e) relation to scheduling of work assignments

In response to these discussions certain goals were reached and were to be implemented; these goals were related to those established in separate meetings with staff members of the Wheatfield Branch held at Wheatfield and Rensselaer earlier in June of this year:

1) A spirit of teamwork and cooperation should be striven for by the following means:

- a) Ms. Langlois will attend a leadership and supervising workshop in July and incorporate what she learns there
- b) Ms. Duggleby should try to remain relaxed, calm and open to communication
- c) Regular staff meetings should be scheduled and made opportunities productive discussions and resolution of conflicts
- d) The Branch Librarian job description should be discussed and examined by Gunnells and Langlois together so clear understanding of nature and extent of the job should be reached by both Gunnells and Langlois and other staff
- e) Ms. Langlois should discuss job descriptions with other staff of the Wheatfield Library and adjust as necessary and consider and revise as necessary schedules and assignments to ensure work is a team effort and is done as efficiently and as effectively as possible
- f) Ms. Langlois should make an effort to be more communicative with staff to reduce sense of distance and separateness; staff should make a like effort to ask questions or ask for comment when they are unclear about something

There being no further matters to discuss, the meeting was ended with a stated intent by Gunnells to follow up with Ms. Langlois, Ms. Duggleby, and Ms. Wiers individually to check progress and adjust the process as necessary by gaining feedback from all staff members. Staff were all encouraged to communicate with each other and with Mr. Gunnells as they felt necessary

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1990

Jasper County Public Library

Jasper County

Prepare a separate estimate for each fund.

Operating FUND		Items	Total Estimate	Approved
1 Personal Services				
Salaries and Wages				
Salary of Librarian	34,500	34,500		
Salary of Assistants	235,795			
.....				
.....			235,795	
Salary of Treasurer				
Wages of Janitors	9,000	9,000		
Employee Benefits				
Employer's Share - F.I.C.A.	19,800			
Unemployment Compensation	2,000			
Employer's Contribution - P.E.R.F.	15,000			
Employer's Contribution - Group Insurance	19,000			
Sick Pay				
Other Employee Benefits			55,800	
Other Personal Services				
.....	2,000	2,000		
Total Personal Services			337,095	
2. Supplies				
Office Supplies				
Official Records	750			
Stationery and Printing	1,000			
Other Office Supplies	3,250	5,000		
Operating Supplies				
Cleaning and Sanitation Supplies	3,900			
Fuel, Oil and Lubricants	100			
Other Operating Supplies		4,000		
Repair and Maintenance Supplies				
Building Materials and Supplies	750			
Paint and Painting Supplies				
Repair Parts	250			
Other Repair and Maintenance Supplies		1,000		
Other Supplies				
Library supplies	8,000			
Other supplies	2,000	10,000		
Total Supplies		20,000		3,370
3. Other Services and Charges				
Professional Services				
Consulting Services	1,000			
Engineering and Architectural Services	3,500			
Legal Services	1,000			
Other Professional Services	1,000	6,500		
Communication and Transportation				
Telephone and Telegraph	9,000			
Postage	3,000			
Traveling Expense	6,000			
Professional Meetings	7,250			
Freight and Express	250			
.....				
.....			25,500	
Printing and Advertising				
Advertising and Publication of Notices	1,000			
Printing, Other Than Office Supplies	1,000	2,000		
Insurance				
Official Bonds	1,000			
Other Insurance	7,000	8,000		

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 90Jasper County Public LibraryJasper County

Prepare a separate estimate for each fund.

Bond & Interest Redemption FUND #2

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
.....			
.....			
.....			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
.....			
.....			
Total Personal Services			
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
.....			
.....			
Total Supplies			
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
.....			
.....			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

506 5
ID YEAR CO TYPE KEY

Jasper County Public LIBRARY Jasper COUNTY, INDIANA
ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1990

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED			
	-A- July 1, 1989 to Dec. 31, 19 89	-X- State Board of Tax Commissioners	-B- Jan. 1, 1990 to Dec. 31, 19 90	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan -----	776		1,200	
0202 License Excise Tax -----	6,625		15,658	
0203 CAGIT Certified Shares -----	56,329		145,890	
0204 CAGIT Property Tax Replacement Credit -----	8,100		XXXXXXXXXX	
0212 County Option Income Tax (COIT) -----				

OTHER REVENUE:				
1515 State Distribution -----	2,762		2,762	
4100 Fines and Fees -----	3,000		6,000	
2717 Photocopy Fees -----	2,000		4,000	
6101 Income From Trusts -----				
6100 Interest on Investments -----	7,000		5,000	
2716 County Contractual Library -----				
1418 Library Service Authority -----				
2705 Township Contracts (List) -----				

6400 Gifts and Bequests -----				
1419 Operating Grants (Specify Source) -----				

1420 Capital Grants (Specify Source) -----				

5207 Transfer From Operating Fund (For LIRF Only) -----				
6200 Rental of Property -----				
5101 Sale of Property -----				

9999 Total Columns A and B	86,592		180,511	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the }
Library Board of Jasper County Public Library Jasper County, Indiana. } Before the
Library Board

Notice is hereby given to taxpayers of Jasper County Public Library
Jasper County, Indiana, that the proper officers of said Library will conduct a public hearing at _____
_____, Indiana on the 19__ Budget at _____ m. on _____, 19__. Follow-
ing this meeting, the aforementioned officers of said Library, will meet at _____,
Indiana at _____ m. on _____, 19__ to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	ESTIMATE OF PROPERTY TAX			NET TAX RATE
	BUDGET ESTIMATE	FUNDS TO BE RAISED	REPLACEMENT CREDIT	
Library Operating Fund	\$ 615,515	\$ 368,500	\$ 8,100	\$.15
Library Improvement Reserve Fund		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
Bond and Interest Redemption Fund #2	128,700	88,976		.035
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
Totals	\$ 744,215	\$ 457,476	\$ 8,100	\$.185

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

President of Library Board

Secretary of Library Board

Treasurer of Library Board

Dated _____, 19__

504 5
ID YEAR CO TYPE KEY

RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19____, and ending December 31, 19____, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Jasper County Public Library, Jasper County, Indiana, that for the expenses of the library for the calendar year ending December 31, 1990____, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Operating Fund of said Library, the following:

100 Personal Services		300 Other Services and Charges	
Salaries and Wages		Professional Services	6,500
Salary of Librarian	34,500	Communication and	
Salary of Assistants	235,795	Transportation	25,500
Salary of Treasurer		Printing and Advertising	2,000
Wages of Janitors	9,000	Insurance	8,000
Employee Benefits	55,800	Utility Services	26,000
Other Personal Services	2,000	Repairs and Maintenance	5,500
		Rentals	1,000
<u>Total Personal Services</u>	<u>337,095</u>	Debt Service	
		Dues, Interest and Taxes	800
		<u>Interview & moving, maintenance,</u>	<u>7,620</u>
		Transfer to LIRF petty cash	20,000
		<u>Total Other Services</u>	
		and Charges	<u>102,920</u>
		400 Capital Outlays	
200 Supplies		Land, Buildings and	500
Office Supplies	5,000	Improvements	
Operating Supplies	4,000	Furniture and Equipment	12,000
Repair and Maintenance		Books	115,000
Supplies	1,000	Periodicals and Newspapers	15,500
Other Supplies	10,000	Nonprinted Materials	12,500
		<u>Total Capital Outlays</u>	<u>155,500</u>
<u>Total Supplies</u>	<u>20,000</u>	9999 <u>Total Fund</u>	<u>615,515</u>

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this _____ day of _____, 19____.

Members of Library Board

Members of Library Board

RESOLUTION OF APPROPRIATIONS

[0] [4] [] [] [] [] [] []

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 1990, and ending December 31, 1990, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Jasper County Public Library Library, Jasper County, Indiana, that for the expenses of the library for the calendar year ending December 31, 1990, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the [] [] [] BIRF #2 Fund of said Library, the following:

Salaries and Wages		Printing and Advertising	
Salary of Librarian		Insurance	
Salary of Assistants		Utility Services	
Salary of Treasurer		Repairs and Maintenance	
Wages of Janitors		Rentals	
Employee Benefits		Debt Service	128,700
Other Personal Services		Dues, Interest and Taxes	
[1] [0] [0] Total Personal Services			
Office Supplies		Transfer to Library Improvement	
Operating Supplies		Reserve Fund	
Repair and Maintenance		Total Other Services	
Supplies		[3] [0] [0] and Charges	128,700
Other Supplies		Land, Buildings and Improvements	
[2] [0] [0] Total Supplies		Furniture and Equipment	
Professional Services		Books	
Communication and Transportation		Periodicals and Newspapers	
		Nonprinted Materials	
		[4] [0] [0]	
		Total Capital Outlays	
		Fund Total [7] [9] [9]	128,700

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Section 3, 4 etc.)

This Resolution shall be in full force and effect from and after its passage.

Pased by the Library Board this _____ day of _____, 19____.

Members of Library Board

Members of Library Board

503

ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL ☐ TAXING UNIT Jasper County Public Library COUNTY Jasper
 FUND Operating NET ASSESSED VALUATION 260,000,000 0 | 5 |

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year -----	615,515	615,515		☐
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended -----	388,979	388,979		☐
3. Additional appropriation necessary to be made July 1 to December 31 of present year -----				
4. Outstanding temporary loans to be paid not included in lines 2 or 3 -----				
5. Total funds required (add lines 1, 2, 3 and 4) -----	1,004,494	1,004,494		
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year -----	286,612	286,612		
7. Taxes to be collected, present year (December Settlement) -----	137,000	137,000		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2 -----	86,592	86,592		
b. Total Column B Budget Form 2 -----	180,511	180,511		
9. Total Funds (add lines 6, 7, 8a and 8b) -----	690,715	690,715		
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5) -----	315,752	315,752		
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period) -----	60,848	60,848		
12. Amount to be raised by tax levy (add lines 10 and 11) -----	376,600	376,600		
13. Property Tax Replacement Credit from Local Option Tax -----	8,100	8,100		
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12) -----	368,500	368,500		
15. Levy Excess Fund Applied to Current Budget -----	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	☐
16. Net Amount to be Raised -----	368,500	368,500		
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property -----	.150	.150		☐

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

0	5
---	---

(NOT TO BE PUBLISHED)

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF Jasper COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Jasper County Public Library, Rensselaer, Jasper County, Indiana, for the year ending December 31, 1990, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

President of Library Board

Secretary of Library Board

Treasurer of Library Board

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 1990, has been adopted.

Be it resolved by the Library Board of Jasper County Public Library Jasper County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 1989, to be collected in the year 1990, the following:

For LIBRARY OPERATING FUND 15.0 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND #2 3.5 cents

For _____ FUND cents

For _____ FUND cents

For _____ FUND cents

For _____ FUND cents

Adopted, certified and respectfully submitted this _____ day of _____, 19____.

Member of Library Board

Members of Library Board

Company	Strengths	Weaknesses	Price	Other	
Doug Buell <i>LaPorte</i>	has done library work	Inexperience (comparative) one person firm	not to exceed \$9,000.00		(3)
Inter-Design <i>Jadyl</i>	experience with pub lib	need to hire library consultant as well	\$3,500.00 plus libr. cons.	an architectural firm who also design libraries	(3)
Koster & Assoc. <i>Cleveland</i>	experience with pub lib thorough complete study installment of payments	price (?)	\$10,945.00	considers board and staff input vital to a successful project; knows libraries but is flexible and function-minded	(3)
LOM Corp. <i>Indpls</i>	experience with public libraries	do not like some of their solutions lump sum payment	\$5,800.00		(2)
Parke Randall	experience with pub lib	most work done off site; on site work left to library; hard to get in touch with inflexible design	\$6,000.00	knows libraries but has very fixed ideas about them	(3)
Woolen, Molzan and Partners <i>Indpls.</i>	experience	not a lot of public library experience	\$5,600.00	might need library consultant; or would need to function as one ourselves	(3)

AUGUST

AGENDA.....August 14, 1989
Regular Monthly Meeting
Board of Trustees
Jasper County Public Library

Executive Session: status of an employee

1) Call to order

2) Minutes

3) Bills/Financial Statements

3.1 Bills/Payroll

3.2 Financial Statements

4) Director's Report/Committee Reports

4.1 Statistical Report

5) Unfinished Business

5.1 LOM update: 8/10, Rensselaer; 8/21, DeMotte

5.2 Committee Assignments; Director's Evaluation

5.3 FAX machines

6) New Business

6.1 Resolution to adopt 1990 budget, tax rate and
appropriations

6.2 Reorganization scheme: audit recommendation
job descriptions
classification scheme

6.3 Holiday policy

7) Miscellaneous Business

7.1 Stress seminar, 9/13/89, Lafayette: Witty
Martin

7.2 Reference workshop, 9/28, Lafayette: Daugherty,
Duggleby,
Tachtiris,
Brown

7.3 NILBA, Crown Point, 8/30/89, 6 P. M. social hour
7 P. M. dinner

7.4 Legislative brainstorming sessions

8/22 Mishawaka-Penn Township Public Library

8/24 Porter County Public Library, Valpo

8) Adjournment PERF VIDEO

The Board of Trustees of the Jasper County Public Library held its regular monthly meeting at Rensselaer on 10 July 1989 at its usual 7:00 P. M. meeting time. Present at the meeting were Wil Doty, President; Mary Linda Casey, Secretary; Miriam Lawyer, Treasurer; Marge Hohner, member; and Wanda Stewart, member. Absent were Bob Souza, Vice-president; and Barb Leestma, member. Also present were Danny Gunnells, Director; and Cheryl Witty, Administrative Assistant.

Before the regular meeting, two separate executive sessions were held, both to discuss status of employees. At the first meeting, which was called to order at 7:05, only the Board members were present. The meeting was adjourned at 7:12 P. M. At the second meeting, Danny Gunnells and Cheryl Witty were present along with the Board members; the second session was called to order at 7:15 P. M. and adjourned at 7:24 P. M. The regular meeting was called to order at 7:25 P. M.

The minutes were accepted as read on a motion by Miriam Lawyer and a second by Wanda Stewart. Next the bills to be paid, the financial statements, and the June payrolls were examined. Mr. Gunnells discussed the coming audit and the financial statements and explained the need for an advanced draw resolution which he presented to the Board for adoption. The bills were approved on a motion by Mary Linda Casey and a second by Marge Hohner. The advance draw resolution was approved on a motion by Marge Hohner and a second by Mary Linda Casey.

The Director's report and the statistical report were delivered and Mr. Gunnells asked whether the new sign for the Demotte Branch Library should include the word "branch" since this was not included in the sign on the side of the Wheatfield Library. The Board agreed that the sign should include the term "branch" and that in the future the word should be also added to the Wheatfield Library if an opportunity arose that work should be needed to be done to the sign. Until that time should arise, however, the Wheatfield sign would remain as it is.

Mr. Gunnells presented a chart outlining the strengths and weaknesses of the six proposals received for performing a feasibility study of expanding the Demotte Library and of expanding or replacing the Rensselaer Library. After some discussion of the studies it was decided to select the proposal of the LOM Corporation of Indianapolis, IN.

Mr. Gunnells asked that the consideration of fax machines be tabled until next month and it was.

Wil Doty, Chairman of the Budget Committee, presented the Committee's recommendation for the coming year's budget for discussion and consideration by the Board. Mr. Gunnells presented a tentative budget calendar for consideration also. After consideration of each item of the budget proposal the Board decided to follow the budget calendar presented and to formally adopt, at its next regular monthly meeting, the proposed budget as presented.

Mr. Gunnells presented a number of items of maintenance that needed to be done or had been done at the Wheatfield Branch Library. He was directed to visit the Branch with the LOM Corporation's representatives, when they make their initial visit to begin working on the feasibility study, to have them look at the seepage of water into the building in the southeast corner of the building and the problem of ineffective runoff of water from the roof into the cisterns near the front entrance of the building and any other problems which might need looking into further.

Mr. Gunnells and Ms. Lawyer reported on their trip to the ALA meeting in Dallas. Mr. Gunnells explained that there is just too much to see and do for any one person in so limited a time. Each discussed the speakers and programs attended. Discussion of future ALA meetings were held and suggestions were discussed for planning to attend midwinter meeting and the summer meeting in Chicago, Illinois, in January and June 1990.

Mr. Gunnells requested permission to attend the annual ILA/ILTA Leadership meeting held at the White River Branch of the Franklin/Johnson County Public Library the next day. He would be leaving for the meeting after the Board meeting tonight. There was no objection to his attending this meeting.

There being no further business to discuss, the meeting was adjourned at 9:50 P. M.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 11 AUG 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	93484.51	60900.07	359418.69	46631.65	343380.88	107752.93
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	1873.21	.00	2914.19	.00	3344.75	1873.21
110.02	RENSSELAER GIFT FUND	335.44	.00	738.03	8.36	1411.43	327.08
110.03	WHEATFIELD GIFT FUND	1153.28	49.00	1766.28	.00	1485.82	1202.28
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	7613.42	2326.54	10396.21	.00	3881.39	9939.96
120.02	WHEATFIELD BOND AND INTEREST	31084.83	14436.33	53896.16	.00	62160.37	45521.16
130	LIRF FUND	25362.24	.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CD TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	66.77	.00	.00	-15.50	-1.78	82.27
-TOTAL ALL FUNDS-		361093.70	77711.94	574770.15	46624.51	540321.21	392181.13

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

14 AUG 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	11492.48	18507.52
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	17244.43	119469.12	86030.88
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	801.00	4406.83	5793.17
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1564.88	11570.85	6929.15
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	733.19	1116.81
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	36.81	969.11	-219.11
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	22.90	22.90	1077.10
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	41.38	1518.79	1781.21
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	215.99	2532.60	1217.40
2.22	FUEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	90.13	257.83	492.17
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	865.82	4315.76	2684.24
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	541.49	2958.51
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	2824.75	175.25
3.21	TELEPHONE	6500.00	.00	6500.00	429.71	3641.08	2858.92
3.22	POSTAGE	2500.00	.00	2500.00	165.62	1375.74	1124.26
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	142.20	1274.60	2725.40
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	211.96	3219.06	2780.94
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	90.92	998.64	-598.64
3.32	OTHER PRINTING	1000.00	.00	1000.00	1.85	1.85	998.15
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	550.00	50.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	4492.00	2508.00
3.51	GAS	6000.00	.00	6000.00	29.85	3495.36	2504.64
3.52	ELECTRICITY	15000.00	.00	15000.00	1062.85	6728.24	8271.76
3.53	WATER	500.00	.00	500.00	75.51	176.96	323.04
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	53.54	158.92	241.08
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	203.75	1816.28	2683.72
3.62	EQUIPMENT	1000.00	.00	1000.00	54.77	341.75	658.25
3.72	EQUIPMENT	400.00	.00	400.00	49.80	1752.65	-1352.65
3.91	DUES	750.00	.00	750.00	20.00	195.00	555.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	191.50	3259.69	4240.31
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	1698.60	6870.58	13129.42
4.51	BOOKS	95000.00	.00	95000.00	7864.45	44418.13	50581.87
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	182.30	12391.20	2608.80
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	2243.04	5486.85	10113.15
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	9297.25	5508.67
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	7821.93	16247.44	200.91
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	46626.65	293351.31	297510.93

RECEIPT BREAKDOWN FOR
AUGUST 14, 1989

FINES..... 941.64

DeMotte	332.94
Rensselaer	344.00
Wheatfield	264.70

PHOTOCOPIES..... 610.25

DeMotte	293.25
Rensselaer	164.50
Wheatfield	152.50

CARDS..... 12.00

DeMotte	6.50
Rensselaer	2.50
Wheatfield	3.00

INTEREST..... 221.40

GIFT FUNDS..... 49.00

DeMotte	0.00
Rensselaer	0.00
Wheatfield	49.00

WHEATFIELD LIONS CLUB ELECTRICITY REIMBURSEMENT..... 265.23

REFUND FROM READING RESOURCES FOR OVER PAYMENT..... 129.95

LOCAL PUBLIC LIBRARY STATE DISTRIBUTION..... 2763.86

ADVANCE DRAW FROM DEC. 89 PROPERTY TAX..... 72718.61

Operating Fund....	55955.74
DeMotte Bond.....	2326.54
Wheatfield Bond...	14436.33

TOTAL AMOUNT OF RECEIPTS..... 77711.94

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

14 AUG 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000132	0846	JULIE BRAY	555.07	14 JUL 89	PAYROLL
000133	0855	GLENDA BROWN	365.60	14 JUL 89	PAYROLL
000134	0866	LYNN DAUGHERTY	639.01	14 JUL 89	PAYROLL
000135	0856	COLLEEN DONNELLY	168.43	14 JUL 89	PAYROLL
000136	0853	MARY DUGGLEBY	335.45	14 JUL 89	PAYROLL
000137	0847	CHARLOTTE FAGEN	428.40	14 JUL 89	PAYROLL
000138	0869	DANNY GUNNELLS	977.46	14 JUL 89	PAYROLL
000139	0857	HEIRONIMUS, CHERYL	60.86	14 JUL 89	PAYROLL
000140	0858	ROSE HOWARD	198.84	14 JUL 89	PAYROLL
000141	0859	MAIA KINGMAN	70.56	14 JUL 89	PAYROLL
000142	0851	JOAN KOPANDA	202.67	14 JUL 89	PAYROLL
000143	0868	JENNIFER LANGLOIS	672.04	14 JUL 89	PAYROLL
000144	0860	LISA LINTNER	82.80	14 JUL 89	PAYROLL
000145	00845	MARY K. MARTIN	631.37	14 JUL 89	PAYROLL
000146	0867	HEATHER MASON	226.24	14 JUL 89	PAYROLL
000147	0861	RYAN MORELAND	55.87	14 JUL 89	PAYROLL
000148	0854	KATHLEEN PADGITT	336.78	14 JUL 89	PAYROLL
000149	0862	ALISA RUDE	38.36	14 JUL 89	PAYROLL
000150	0848	SHARON SCHULENBERG	395.48	14 JUL 89	PAYROLL
000151	0863	EILEEN SPURGEON	73.99	14 JUL 89	PAYROLL
000152	0849	JILL TACHTIRIS	318.81	14 JUL 89	PAYROLL
000153	0864	ELIZABETH THONE	76.04	14 JUL 89	PAYROLL
000154	0852	DIANE WIERS	311.44	14 JUL 89	PAYROLL
000155	0850	CHERYL WITTY	447.78	14 JUL 89	PAYROLL
000156	0865	DANIEL L. WITTY	82.07	14 JUL 89	PAYROLL
000157	0876	JULIE BRAY	555.07	31 JUL 89	PAYROLL
000158	0886	GLENDA BROWN	365.60	31 JUL 89	PAYROLL
000159	0897	LYNN DAUGHERTY	639.01	31 JUL 89	PAYROLL
000160	0887	COLLEEN DONNELLY	162.20	31 JUL 89	PAYROLL
000161	0883	MARY DUGGLEBY	335.45	31 JUL 89	PAYROLL
000162	0877	CHARLOTTE FAGEN	428.40	31 JUL 89	PAYROLL
000163	0900	DANNY GUNNELLS	977.46	31 JUL 89	PAYROLL
000164	0888	HEIRONIMUS, CHERYL	57.90	31 JUL 89	PAYROLL
000165	0889	ROSE HOWARD	198.84	31 JUL 89	PAYROLL
000166	0890	MAIA KINGMAN	53.42	31 JUL 89	PAYROLL
000167	0881	JOAN KOPANDA	202.67	31 JUL 89	PAYROLL
000168	0899	JENNIFER LANGLOIS	672.04	31 JUL 89	PAYROLL
000169	0891	LISA LINTNER	112.18	31 JUL 89	PAYROLL
000170	00875	MARY K. MARTIN	631.37	31 JUL 89	PAYROLL
000171	0898	HEATHER MASON	182.76	31 JUL 89	PAYROLL
000172	0892	RYAN MORELAND	73.01	31 JUL 89	PAYROLL
000173	0884	KATHLEEN PADGITT	336.78	31 JUL 89	PAYROLL
000174	0885	BONNIE POWELL	202.98	31 JUL 89	PAYROLL
000175	0893	ALISA RUDE	68.11	31 JUL 89	PAYROLL
000176	0878	SHARON SCHULENBERG	395.48	31 JUL 89	PAYROLL
000177	0894	EILEEN SPURGEON	73.99	31 JUL 89	PAYROLL
000178	0879	JILL TACHTIRIS	318.81	31 JUL 89	PAYROLL

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301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

14 AUG 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000180	0882	DIANE WIERS	311.44	31 JUL 89	PAYROLL
000181	0880	CHERYL WITTY	447.78	31 JUL 89	PAYROLL
000182	0896	DANIEL L. WITTY	199.67	31 JUL 89	PAYROLL
008455	0870	INDIANA DEFERRED COMPENSATIO	115.00	14 JUL 89	WITHHOLDING FROM 14 JUL 89 P
008456	00871	NATIONAL BOND & TRUST COMPAN	61.33	14 JUL 89	BONDS PURCHASED 14 JUL 89
008457	00872	BANK ONE	2645.38	14 JUL 89	FICA & FIT WITHHELD 14 JUL 8
008458	00873	NIALSA	20.00	14 JUL 89	NIALSA VIDE LENDING FEE
008459	0901	INDIANA DEFERRED COMPENSATIO	115.00	31 JUL 89	WITHHELD FROM 31 JULY 89 PAY
008460	00902	NATIONAL BOND & TRUST COMPAN	61.33	31 JUL 89	WITHHELD FROM 31 JULY 89 PAY
008461	00903	BANK ONE	2705.72	31 JUL 89	FICA & FED.TAX WITHHELD 31 J
008462	00904	INDIANA DEPARTMENT OF REVENU	849.30	31 JUL 89	STATE & COUNTY TAX WITHHELD
008463	00905	CITY OF RENSSELAER	328.02	14 AUG 89	RENSSELAER UTILITIES
008464	00906	NIPSCO	401.19	14 AUG 89	DEMOTTE UTILITIES
008465	00907	NIPSCO	471.74	14 AUG 89	WHEATFIELD UTILITIES
008466	00908	NORTHWESTERN INDIANA TELEPHD	104.76	14 AUG 89	DEMOTTE TELEPHONE
008467	00909	UNITED TELEPHONE COMPANY	248.97	14 AUG 89	RENSSELAER UTILITIES
008468	00910	UNITED TELEPHONE COMPANY	75.98	14 AUG 89	WHEATFIELD TELEPHONE
008469	00911	A.E. BOYCE CO., INC.	36.81	14 AUG 89	FINANCIAL FORMS
008470	00912	ACE HARDWARE	4.58	14 AUG 89	JANITORIAL SUP.-WHEATFIELD
008471	00913	AMERICAN GUIDANCE SERVICE IN	61.76	14 AUG 89	BOOKS
008472	00914	APPLE COMPUTER, INC.	7821.93	14 AUG 89	COMPUTERS FOR DEM, RENS, & W
008473	00915	ASSOCIATED LIBRARIES, INC.	141.75	14 AUG 89	BOOKS
008474	00916	AUDIO EDITIONS	171.12	14 AUG 89	BOOKS ON CASSETTES
008475	00917	AVC CORPORATION	41.38	14 AUG 89	DISKETTES & PRINTER RIBBONS
008476	00918	BAKER & TAYLOR	433.26	14 AUG 89	BOOKS
008477	00919	BAKER & TAYLOR	667.50	14 AUG 89	JULY & AUGUST LEASING SERVIC
008478	00920	BAKER & TAYLOR	4067.73	14 AUG 89	BOOKS
008479	00921	BOILER & PRESSURE VESSEL DIV	12.00	14 AUG 89	BOILER INSPECTION
008480	00922	BRANDY'S LOCK & KEY SHOP	52.00	14 AUG 89	REPLACE LOCK AT WHEATFIELD
008481	00923	JULIE BRAY	8.80	14 AUG 89	MILEAGE
008482	00924	BRODART CO.	159.90	14 AUG 89	SYSDAC TAPE
008483	00925	CAMPBELL PRINTING COMPANY	22.90	14 AUG 89	BUSINESS CARDS - GUNNELLS
008484	00926	CHILDREN'S BOOK COUNCIL	122.46	14 AUG 89	LIBRARY SUPPLIES - DEM & CR
008485	00927	CHILDRENS PRESS	72.27	14 AUG 89	BOOKS
008486	00928	CLEARVIEW MEDIA CORP.	30.40	14 AUG 89	VIDEOS
008487	00929	COAST TO COAST	78.36	14 AUG 89	REFINISHING SUPPLIES-RENS
008488	00930	LYNN DAUGHERTY	35.18	14 AUG 89	BOOKS, MILEAGE, JANITORIAL S
008489	00931	DEMCO	1453.29	14 AUG 89	LIB. SUP., PROCESS. SUP., &
008490	00932	DEYOUNG PLUMB, HTG, & AIR CO	98.50	14 AUG 89	AIR CONDITIONING SERVICE--WH
008491	00933	ECONO-CLAD BOOKS	166.45	14 AUG 89	BOOKS
008492	00934	EDUCATORS PROGRESS SERVICE,	29.40	14 AUG 89	BOOKS
008493	00935	FACTS ON FILE, INC.	23.06	14 AUG 89	BOOKS
008494	00936	FAGEN PHARMACY	10.59	14 AUG 89	FILM
008495	00937	DAN FAGEN	60.00	14 AUG 89	MOWING - DEMOTTE
008496	00938	GALE RESEARCH INC.	639.23	14 AUG 89	BOOKS
008497	00939	GOODWIN FIRE EQUIPMENT	60.00	14 AUG 89	FIRE EXTINGUISHER--DEMOTTE
008498	00940	DANNY GUNNELLS	140.36	14 AUG 89	MILEAGE & PROF. MEETING

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----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

14 AUG 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008500	00942	HAMSTRA GROUP, INC.	41.25	14 AUG 89	BENCH REPAIR -- WHEATFIELD
008501	00943	HARVEY'S	5.80	14 AUG 89	FELT -- CHILDREN'S ROOM
008502	00944	HERITAGE OFFICE PRODUCTS, IN	214.78	14 AUG 89	FURNITURE & EQUIPMENT
008503	00945	HIGHSMITH CO. INC.	838.22	14 AUG 89	FURNITURE & EQUIPMENT
008504	00946	PHILIP HOWARD	120.00	14 AUG 89	MOWING -- WHEATFIELD
008505	00947	INDIANA STATE LIBRARY	1.00	14 AUG 89	4 XEROX COPIES @ .25 EACH
008506	00949	INGRAM	711.08	14 AUG 89	VIDEOS
008507	00950	JOURNAL AND COURIER	104.00	14 AUG 89	SUBSCRIPTION -- RENSSELAER
008508	00951	KANKAKEE VALLEY POST NEWS	49.41	14 AUG 89	BUDGET AD & DEMOTTE PAGE AD
008509	00952	MIRIAM LAWYER	5.00	14 AUG 89	ALA MEETING IN DALLAS
008510	00953	LIBRARY VIDEO COMPANY	938.83	14 AUG 89	VIDEOS
008511	00954	LISTENING LIBRARY INC.	38.80	14 AUG 89	AUDIO CASSETTES
008512	00955	MARY K. MARTIN	26.40	14 AUG 89	MILEAGE -- 132 MI. @ .20 PER
008513	00956	MEYER LABEL CO., INC.	248.50	14 AUG 89	BOOKMARKS FOR ALL LIBRARIES
008514	00957	MUSIC WHOLESALERS	90.96	14 AUG 89	RECORDS
008515	00958	DOMS DISPOSAL SERVICE INC. -	11.50	14 AUG 89	TRASH PICK-UP--DEMOTTE
008516	00959	PERMA-BOUND	839.87	14 AUG 89	BOOKS
008517	00960	POSTMASTER GENERAL	155.00	14 AUG 89	POSTAGE
008518	00961	QUALITY BOOKS INC.	69.10	14 AUG 89	BOOKS
008519	00962	R W POOL CO., INC.	151.76	14 AUG 89	JANITORIAL SUP. -- RENSSE &
008520	00963	RENSSELAER READMORE	78.30	14 AUG 89	NEWSPAPERS -- RENSSALAER
008521	00964	RENSSELAER REPUBLICAN	41.51	14 AUG 89	BUDGET ADVERTISEMENT
008522	00965	ROBBINS ASSOCIATES	85.90	14 AUG 89	MODULES LETTERS -- WHEATFIEL
008523	00966	SECURITY COURIERS, INC.	357.50	14 AUG 89	13 DAYS OF TRANSPORT
008524	00967	SILVER BURDETT PRESS	71.77	14 AUG 89	BOOKS
008525	00968	SMITH TRUE VALUE FARM STORE	11.77	14 AUG 89	REFINISHING SUPPLIES
008526	00969	VAN STRICKLIN	20.00	14 AUG 89	REPAIR VIDEOCASSETTES
008527	00970	TEETERS CULLIGAN	70.60	14 AUG 89	COOLER RENTAL & WATER
008528	00971	UPSTART	5.95	14 AUG 89	BOOKMARKS -- CHILDREN'S ROOM
008529	00972	WALLMANN'S	45.05	14 AUG 89	JANITORIAL SUP. -- RENSSE &
008530	00973	CHERYL A. WITTY	48.93	14 AUG 89	PETTY CASH REIMBURSEMENT REN
008531	00974	CAREER TRACK INC.	96.00	14 AUG 89	STRESS SEMINAR -- MARTIN & W
008532	00975	WABASH VALLEY ALSA	60.00	14 AUG 89	REFERENCE WORKSHOP 28 SEP 89
ADJ. ENTR	00874	DEMOTTE STATE BANK	5.00	18 JUL 89	SERVICE CHARGE FOR JUNE 1989

--TOTAL AMOUNT OF CLAIMS-- 46624.51

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 46624.51. Dated 14 AUG 89.

_____	_____
_____	_____
_____	_____
_____	_____

{-----BANK BALANCES-----}

DATE {11 AUG 89}

A1 {BANK ONE CHECKING	}	B1 {	173775.89}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	102300.00}
A4 {FIRST OF AMERICA	}	B4 {	1537.96}
A5 {DEMOTTE STATE BANK	}	B5 {	926.83}
A6 {INDIANA FEDERAL	}	B6 {	9569.61}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4070.84}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	392181.13}

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JULY 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	62	63	19
Received	46	53	13
Outstanding	16	10	6
INTRALIBRARY LOANS			
Filled	79	21	43
REGISTRATION			
Borrowers added			
Resident	43	27	18
Non-resident			
fee	6		
Expired cards	115		
Total Registered	11874		
REFERENCE QUESTIONS			
Telephone			
Directional	15	39	99
Reference	45	74	62
In-person			
Directional	13	8	63
Reference	73	181	68
Total	146	302	292
LOCAL HISTORY			
In person	7		
Microfilms used	2		
Letters			

From: Wil Doty, President, Board of Trustees
To: Board Members
Re: 1989 Committee assignments

From the March 13, 1989 minutes come the following
Committee assignmentsa:

Bylaws and Policy Revision Committee	Bob Souza Marge Hohner
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Budget Committee	Wil Doty Miriam Lawyer
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Director's Evaluation Committee	Barb Leestma Mary L. Casey
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(this committee was also charged to prepare an
evaluation of past Director, Cathy Salyers, to be
put in her file for future reference)

To: Board of Trustees 8/14/89

From: Danny Gunnells, Director

Re: Audit recommendation re payroll and discussions with
Bill Moriarity re staff handbook; FLSA guidelines
and job classifications

One of the key recommendations of the auditors who recently visited us was that hourly staff members no longer be paid for hours before they work them. This applies only to staff members who are "hourly;" that is, who are paid an hourly rate for doing certain types of work. Guidelines for determining this classification are spelled out in the Fair Labor Standards Act and accompanying federal guidelines and regulations. These guidelines indicate that such classifications should be made according to the nature of the work performed, and the percentage of time spent in the given work, not according to the job title or the job classification or according to what person is working in the job or their training or experience or other background. In other words, classifications need to be grounded in the work performed as described and defined in the federal guidelines not as in some internal or intramural or local classification scheme.

Unfortunately we do not follow these guidelines and this needs to be implemented so that "salaried" and "hourly" are clearly defined according to these guidelines before a change in compensation arrangements can be made. This seems to mean talking with each employee, finding out what they actually do, averaging the percentage of time they do each of these tasks, applying the federal guidelines, rewriting the job descriptions and classification schemes accordingly (finding out who is "salaried" or "hourly" based upon what they do as described in the federal regulations) and then making appropriate compensation schedule changes. THIS WOULD MEAN NO CHANGES IN ANYONE'S RATE OR ANYONE'S AMOUNT OF COMPENSATION NOR CHANGES IN ANYONES BENEFITS; it, however, would mean actually following the appropriate federal regulations dealing with compensatory time, overtime pay and also making the necessary compensation schedule changes. Copies of the appropriate federal guidelines are enclosed which clearly outline definitions and types of work involved so that clear determinations can be made about who is to be classified "salaried" or

"hourly." Mr. Moriarity suggests dropping this terminology entirely as far as job classifications are concerned and using some other more appropriate terminology such as exempt and nonexempt.

This indicates the source of the problem here I think as our having what the auditor called "contradictions" in this situation which "need to be eliminated." That is, the Library uses terms describing forms or methods of compensation for job classification, terms which are not pertinent or appropriate to describe them in light of federal guidelines or regulations. That is, our scheme or method of payment is not related to the nature of the work performed as is required by federal regulations, particularly in relation to the payment of overtime, granting of compensatory time and writing accurate, pertinent job classifications schemes, job descriptions and job titles. I recommend the following changes on the following schedule:

- 1) Between now and the end of the year, I will talk with each staff member, rewrite the appropriate job description, determine whether the job is "executive, professional, or administrative" and thus exempt from the FLSA guidelines; or whether the job is "nonexempt" (clerical for lack of a better term; see the guidelines as indicated).
- 2) Job classifications and titles will be revised to fit the guidelines and the staff handbook will be rewritten to reflect this change.
- 3) Compensation and benefits will not change, except for applicable guidelines relating to payment of overtime and granting of compensatory time (which issues we have avoided by not paying overtime and rarely granting compensatory time). I expect we will continue to not have employees work overtime; and will closely monitor the compensatory time situation to see what needs to be done therewith. But, if we ever need to pay overtime, the appropriate classification scheme will be in place.
- 4) I suggest that beginning with the new year the Library go to a bi-weekly method of compensation schedule, first payroll being 1/19/89, in order to most smoothly and effectively eliminate the payment of hourly or nonexempt employees for time worked before they work it.
- 5) The following list is my best estimate at the time of where jobs will fall in this new scheme:

(a) exempt ("salaried": administrative, executive professional)

Director

Assistant Director

Technical Services Librarian

Children's Librarians at Rensselaer and Demotte

Administrative Assistant (Rensselaer)

Headquarters Librarian (Rensselaer)

Wheatfield Branch Librarian

(b) nonexempt ("hourly")

all other positions (i. e., clerical,
janitorial, "parapro-
fessional" in many
library classification
systems)

Once again, the emphasis must be upon the job and the nature of work performed, and the amount of time spent in performing the tasks AS DESCRIBED AND DEFINED IN THE FEDERAL REGULATIONS NOT AS DESCRIBED OR GIVEN A TITLE LOCALLY.

Danny Gunnells, Director
Rensselaer, 8/14/89

PART 541—DEFINING, AND DELIMITING THE TERMS "ANY EMPLOYEE EMPLOYED IN A BONA FIDE EXECUTIVE, ADMINISTRATIVE, OR PROFESSIONAL CAPACITY (INCLUDING ANY EMPLOYEE EMPLOYED IN THE CAPACITY OF ACADEMIC ADMINISTRATIVE PERSONNEL OR TEACHER IN ELEMENTARY OR SECONDARY SCHOOLS), OR IN THE CAPACITY OF OUTSIDE SALESMAN"

NOTE: The President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), directed Federal agencies to postpone for sixty days from January 29, 1981, the effective date of all regulations that they had promulgated in final form and had scheduled to become effective during such sixty day period.

Several sections in Part 541 were revised at 46 FR 3013, Jan. 13, 1981 and the effective date subsequently postponed. For further explanation, see the notes following the text of affected sections.

Subpart A—General Regulations

Sec.

- 541.0 Terms used in regulations.
- 541.1 Executive.
- 541.2 Administrative.
- 541.3 Professional.
- 541.5 Outside salesman.
- 541.5a Special provision for motion picture producing industry.
- 541.5b Equal pay provisions of section 6(d) of the act apply to executive, administrative, and professional employees, and to outside salesmen.
- 541.6 Petition for amendment of regulations.
- 541.52 Special provision for motion picture producing industry.

Subpart B—Interpretations

- 541.99 Introductory statement.

EMPLOYEE EMPLOYED IN A BONA FIDE EXECUTIVE CAPACITY

- 541.101 General.
- 541.102 Management.
- 541.103 Primary duty.
- 541.104 Department or subdivision.
- 541.105 Two or more other employees.
- 541.106 Authority to hire or fire.
- 541.107 Discretionary powers.
- 541.108 Work directly and closely related.
- 541.109 Emergencies.
- 541.110 Occasional tasks.
- 541.111 Nonexempt work generally.
- 541.112 Percentage limitations on nonexempt work.
- 541.113 Sole-charge exception.
- 541.114 Exception for owners of 20-percent interest.
- 541.115 Working foremen.
- 541.116 Trainees, executive.
- 541.117 Amount of salary required.
- 541.118 Salary basis.
- 541.119 Special proviso for high salaried executives.

EMPLOYEE EMPLOYED IN A BONA FIDE ADMINISTRATIVE CAPACITY

- 541.201 Types of administrative employees.
- 541.202 Categories of work.
- 541.203 Nonmanual work.
- 541.205 Directly related to management policies or general business operations.
- 541.206 Primary duty.
- 541.207 Discretion and independent judgment.
- 541.208 Directly and closely related.
- 541.209 Percentage limitations on nonexempt work.
- 541.210 Trainees, administrative.
- 541.211 Amount of salary or fees required.
- 541.212 Salary basis.
- 541.213 Fee basis.
- 541.214 Special proviso for high salaried administrative employees.
- 541.215 Elementary or secondary schools and other educational establishments and institutions.

EMPLOYEE EMPLOYED IN A BONA FIDE PROFESSIONAL CAPACITY

- 541.301 General.
- 541.302 Learned professions.
- 541.303 Artistic professions.
- 541.304 Primary duty.
- 541.305 Discretion and judgment.
- 541.306 Predominantly intellectual and varied.
- 541.307 Essential part of and necessarily incident to.
- 541.308 Nonexempt work generally.
- 541.309 20-percent nonexempt work limitation.
- 541.310 Trainees, professional.
- 541.311 Amount of salary or fees required.
- 541.312 Salary basis.
- 541.313 Fee basis.
- 541.314 Exception for physicians, lawyers, and teachers.
- 541.315 Special proviso for high salaried professional employees.

EMPLOYEE EMPLOYED IN THE CAPACITY OF OUTSIDE SALESMAN

- 541.500 Definition of "outside salesman."
- 541.501 Making sales or obtaining orders.
- 541.502 Away from his employer's place of business.
- 541.503 Incidental to and in conjunction with sales work.
- 541.504 Promotion work.
- 541.505 Driver salesmen.
- 541.506 Nonexempt work generally.
- 541.507 20-percent limitation on nonexempt work.
- 541.508 Trainees, outside salesmen.

SPECIAL PROBLEMS

- 541.600 Combination exemptions.
- 541.601 Special provision for motion picture producing industry.
- 541.602 Special proviso concerning executive and administrative employees in multi-store retailing operations.

OCCUPATIONAL INDEX

AUTHORITY: Sec. 13, 52 Stat. 1067, as amended; 29 U.S.C. 213; Reorganization Plan No. 6 of 1950 (3 CFR 1945-53 comp. p. 1004); Secretary's Order No. 13-71 (3 CFR 8755), and Employment Standards Order 1-74 (39 FR 33841).

SOURCE: 38 FR 11390, May 7, 1973, unless otherwise noted.

Subpart A—General Regulations

§ 541.0 Terms used in regulations.

(a) "Administrator" means the Administrator of the Wage and Hour Division, U.S. Department of Labor. The Secretary of Labor has delegated to the Administrator the functions vested in him under section 13(a)(1) of the Fair Labor Standards Act.

(b) "Act" means the Fair Labor Standards Act of 1938, as amended.

§ 541.1 Executive.

The term "employee employed in a bona fide executive * * * capacity" in section 13(a) (1) of the act shall mean any employee:

(a) Whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and

(b) Who customarily and regularly directs the work of two or more other employees therein; and

(c) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and

(d) Who customarily and regularly exercises discretionary powers; and

(e) Who does not devote more than 20 percent, or, in the case of an employee of a retail or service establishment who does not devote as much as 40 percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in paragraphs (a) through (d) of this section: *Provided*, That this paragraph shall not apply in the case of an employee who is in sole charge of an independent establishment or a physically separated branch establishment, or who owns at least a 20-percent interest in the enterprise in which he is employed; and

(f) Who is compensated for his services on a salary basis at a rate of not less than \$155 per week (or \$130 per week, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities: *Provided*, That an employee who is compensated on a salary basis at a rate of not less than \$250 per week (or \$200 per week, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof, and includes

the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all the requirements of this section.

[38 FR 11390, May 7, 1973, as amended at 40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Paragraph (f) in § 541.1 was revised at 46 FR 3013, Jan. '3, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of paragraph (f) set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.1 Executive.

(f) Who is compensated for his services on a salary basis at a rate of not less than \$225 per week beginning February 13, 1981 and \$250 per week beginning February 13, 1983 (or \$180 per week beginning February 13, 1981 and \$200 per week beginning February 13, 1983. If employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities: *Provided*, That an employee who is compensated on a salary basis at a rate of not less than \$320 per week beginning February 13, 1981 and \$345 per week beginning February 13, 1983 (or \$260 per week beginning February 13, 1981 and \$285 per week beginning February 13, 1983, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all the requirements of this section.

§ 541.2 Administrative.

The term "employee employed in a bona fide * * * administrative * * * capacity" in section 13(a)(1) of the act shall mean any employee:

(a) Whose primary duty consists of either:

(1) The performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or

(2) The performance of functions in the administration of a school system, or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and

(b) Who customarily and regularly exercises discretion and independent judgment; and

(c) (1) Who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity (as such terms

are defined in the regulations of this subpart), or

(2) Who performs under only general supervision work along specialized or technical lines requiring special training, experience, or knowledge, or

(3) Who executes under only general supervision special assignments and tasks; and

(d) Who does not devote more than 20 percent, or, in the case of an employee of a retail or service establishment who does not devote as much as 40 percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in paragraphs (a) through (c) of this section; and

(e) (1) Who is compensated for his services on a salary or fee basis at a rate of not less than \$155 per week (\$130 per week, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, or

(2) Who, in the case of academic administrative personnel, is compensated for services as required by paragraph

(e) (1) of this section, or on a salary basis which is at least equal to the entrance salary for teachers in the school system, educational establishment, or institution by which employed: *Provided*, That an employee who is compensated on a salary or fee basis at a rate of not less than \$250 per week (\$200 per week if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in paragraph (a) of this section, which includes work requiring the exercise of discretion and independent judgment, shall be deemed to meet all the requirements of this section.

[38 FR 11390, May 7, 1973, as amended at 40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Paragraph (e) in § 541.2 was revised at 46 FR 3013, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of paragraph (e) set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.2 Administrative.

(e) (1) Who is compensated for his services on a salary or fee basis at a rate of not less than \$225 per week beginning February 13, 1981 and \$250 per week beginning February 13, 1983 (\$180 per week beginning February 13, 1981 and \$200 per week beginning February 13, 1983, if employed by other than the

Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, or

(2) Who, in the case of academic administrative personnel, is compensated for services as required by paragraph (e)(1) of this section, or on a salary basis which is at least equal to the entrance salary for teachers in the school system, educational establishment, or institution by which employed: *Provided*, That an employee who is compensated on a salary or fee basis at a rate of not less than \$320 per week beginning February 13, 1981 and \$345 per week beginning February 13, 1983 (\$260 per week beginning February 13, 1981 and \$285 per week beginning February 13, 1983, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in paragraph (a) of this section, which includes work requiring the exercise of discretion and independent judgment, shall be deemed to meet all the requirements of this section.

§ 541.3 Professional.

The term "employee employed in a bona fide * * * professional capacity" in section 13(a) (1) of the act shall mean any employee:

(a) Whose primary duty consists of the performance of:

(1) Work requiring knowledge of an advance type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or

(2) Work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee, or

(3) Teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in the school system or educational establishment or institution by which he is employed; and

(b) Whose work requires the consistent exercise of discretion and judgment in its performance; and

(c) Whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and

(d) Who does not devote more than 20 percent of his hours worked in the workweek to activities which are not

an essential part of and necessarily incident to the work described in paragraphs (a) through (c) of this section; and

(e) Who is compensated for services on a salary or fee basis at a rate of not less than \$170 per week (\$150 per week, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities: *Provided*, That this paragraph shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, nor in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, nor in the case of an employee employed and engaged as a teacher as provided in paragraph (a)(3) of this section: *Provided further*, That an employee who is compensated on a salary or fee basis at a rate of not less than \$250 per week (or \$200 per week, if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance either of work described in paragraph (a) (1) or (3) of this section, which includes work requiring the consistent exercise of discretion and judgment, or of work requiring invention, imagination, or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

[38 FR 11390, May 7, 1973, as amended at 40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Paragraph (e) in § 541.3 was revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of paragraph (e) set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.3 Professional.

(e) Who is compensated for services on a salary or fee basis at a rate of not less than \$250 per week beginning February 13, 1981 and \$280 per week beginning February 13, 1983 (\$225 per week beginning February 13, 1981 and \$250 per week beginning February 13, 1983 if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of

board, lodging, or other facilities: *Provided*, That this paragraph shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, nor in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, nor in the case of an employee employed and engaged as a teacher as provided in paragraph (a)(3) of this section: *Provided further*, That an employee who is compensated on a salary or fee basis at a rate of not less than \$320 per week beginning February 13, 1981 and \$345 per week beginning February 13, 1983 (or \$260 per week beginning February 13, 1981 and \$285 per week beginning February 13, 1983 if employed by other than the Federal Government in Puerto Rico, the Virgin Islands, or American Samoa), exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance either of work described in paragraph (a) (1) or (3) of this section, which includes work requiring the consistent exercise of discretion and judgment, or of work requiring invention, imagination, or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

§ 541.5 Outside salesman.

The term "employee employed * * * in the capacity of outside salesman" in section 13(a) (1) of the act shall mean any employee:

(a) Who is employed for the purpose of and who is customarily and regularly engaged away from his employer's place or places of business in:

(1) Making sales within the meaning of section 3(k) of the act, or

(2) Obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and

(b) Whose hours of work of a nature other than that described in paragraph (a) (1) or (2) of this section do not exceed 20 percent of the hours worked in the workweek by nonexempt employees of the employer: *Provided*, That work performed incidental to and in conjunction with the employee's own outside sales or solicitations, including incidental deliveries and collections, shall not be regarded as nonexempt work.

§ 541.5a Special provision for motion picture producing industry.

The requirement of §§ 541.1, 541.2, and 541.3 that the employee be paid "on a salary basis" shall not apply to an employee in the motion picture producing industry who is compensated at a base rate of at least \$200 a week (exclusive of board, lodging, or other facilities).

Postponed Regulations: Section 541.5a was revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of § 541.5a set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.5a Special provision for motion picture producing industry.

The requirement of §§ 541.1, 541.2, and 541.3 that the employee be paid "on a salary basis" shall not apply to an employee in the motion picture producing industry who is compensated at a base rate of at least \$320 per week beginning February 13, 1981 and \$345 per week beginning February 13, 1983 (exclusive of board, lodging, or other facilities).

§ 541.5b Equal pay provisions of section 6(d) of the act apply to executive, administrative, and professional employees, and to outside salesmen.

Effective July 1, 1972, the Fair Labor Standards Act was amended to include within the protection of the equal pay provisions those employees exempt from the minimum wage and overtime pay provisions as bona fide executive, administrative, and professional employees (including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools), or in the capacity of outside salesmen under section 13(a)(1) of the act. Thus, for example, where an exempt administrative employee and another employee of the establishment are performing substantially "equal work," the sex discrimination prohibitions of section 6(d) are applicable with respect to any wage differential between those two employees.

§ 541.6 Petition for amendment of regulations.

Any person wishing a revision of any of the terms of the foregoing regulations may submit in writing to the Administrator a petition setting forth the changes desired and the reasons for proposing them. If, upon inspection of the petition, the administrator believes that reasonable cause for amendment of the regulations is set forth, the Administrator will either schedule a hearing with due notice to interested parties, or will make other provision for affording interested parties an opportunity to present their views, either in support of or in opposition to the proposed changes. In determining such future regulations, separate treatment for different industries and for different classes of employees may be given consideration.

§ 541.52 Special provision for motion picture producing industry.

The requirements of §§ 541.1, 541.2, and 541.3 that the employee be paid "on a salary basis" shall not apply to an employee in the motion picture producing industry who is compensated at a base rate of at least \$250 a week (exclusive of board, lodging, or other facilities).

[40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Section 541.52 was removed at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date of the removal was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of § 541.52 set forth above remains in effect pending further action by the issuing agency.

Subpart B—Interpretations

§ 541.99 Introductory statement.

(a) Section 13(a)(1) of the Fair Labor Standards Act, as amended, exempts from the wage and hour provisions of the act "any employee employed in a bona fide executive, administrative, or professional capacity (including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools), or in the capacity of outside salesman (as such terms are defined and delimited from time to time by regulations of the Secretary, subject to the provisions of the Administrative Procedure Act, except that an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in his workweek which he devotes to activities not directly or closely related to the performance of executive or administrative activities, if less than 40 percent of his hours worked in the workweek are devoted to such activities)." The requirements of the exemption under this section of the act are contained in subpart A of this part.

EMPLOYEE EMPLOYED IN A BONA FIDE EXECUTIVE CAPACITY

§ 541.101 General.

The duties and responsibilities of an exempt executive employee are described in paragraphs (a) through (d) of § 541.1. Paragraph (e) of § 541.1 contains among other things, percentage limitations on the amount of time which an employee may devote to activities "which are not directly and closely related to the performance of

the work described in paragraphs (a) through (d)" of that section. For convenience in discussion, the work described in paragraphs (a) through (d) of § 541.1 and the activities directly and closely related to such work will be referred to as "exempt" work, while other activities will be referred to as "nonexempt" work.

§ 541.102 Management.

(a) In the usual situation the determination of whether a particular kind of work is exempt or nonexempt in nature is not difficult. In the vast majority of cases the bona fide executive employee performs managerial and supervisory functions which are easily recognized as within the scope of the exemption.

(b) For example, it is generally clear that work such as the following is exempt work when it is performed by an employee in the management of his department or the supervision of the employees under him: Interviewing, selecting, and training of employees; setting and adjusting their rates of pay and hours of work; directing their work; maintaining their production or sales records for use in supervision or control; appraising their productivity and efficiency for the purpose of recommending promotions or other changes in their status; handling their complaints and grievances and disciplining them when necessary; planning the work; determining the techniques to be used; apportioning the work among the workers; determining the type of materials, supplies, machinery or tools to be used or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for the safety of the men and the property.

§ 541.103 Primary duty.

A determination of whether an employee has management as his primary duty must be based on all the facts in a particular case. The amount of time spent in the performance of the managerial duties is a useful guide in determining whether management is the primary duty of an employee. In the ordinary case it may be taken as a good rule of thumb that primary duty means the major part, or over 50 percent, of the employee's time. Thus, an employee who spends over 50 percent of his time in management would have management as his primary duty. Time alone, however, is not the sole test, and in situations where the employee does not spend over 50 percent of his time in managerial duties, he might nevertheless have management as his primary duty if the other pertinent factors support such a conclusion. Some of these pertinent factors

are the relative importance of the managerial duties as compared with other types of duties, the frequency with which the employee exercises discretionary powers, his relative freedom from supervision, and the relationship between his salary and the wages paid other employees for the kind of nonexempt work performed by the supervisor. For example, in some departments, or subdivisions of an establishment, an employee has broad responsibilities similar to those of the owner or manager of the establishment, but generally spends more than 50 percent of his time in production or sales work. While engaged in such work he supervises other employees, directs the work of warehouse and delivery men, approves advertising, orders merchandise, handles customer complaints, authorizes payment of bills, or performs other management duties as the day-to-day operations require. He will be considered to have management as his primary duty. In the data processing field an employee who directs the day-to-day activities of a single group of programmers and who performs the more complex or responsible jobs in programming will be considered to have management as his primary duty.

§ 541.104 Department or subdivision.

(a) In order to qualify under § 541.1, the employee's managerial duties must be performed with respect to the enterprise in which he is employed or a customarily recognized department or subdivision thereof. The phrase "a customarily recognized department or subdivision" is intended to distinguish between a mere collection of men assigned from time to time to a specific job or series of jobs and a unit with permanent status and function. In order properly to classify an individual as an executive he must be more than merely a supervisor of two or more employees; nor is it sufficient that he merely participates in the management of the unit. He must be in charge of and have as his primary duty the management of a recognized unit which has a continuing function.

(b) In the vast majority of cases there is no difficulty in determining whether an individual is in charge of a customarily recognized department or subdivision of a department. For example, it is clear that where an enterprise comprises more than one establishment, the employee in charge of each establishment may be considered in charge of a subdivision of the enterprise. Questions arise principally in cases involving supervisors who work outside the employer's establishment, move from place to place, or have different subordinates at different times.

(c) In such instances, in determining whether the employee is in charge of a recognized unit with a continuing function, it is the division's position that the unit supervised need not be physically within the employer's establishment and may move from place to place, and that continuity of the same subordinate personnel is not absolutely essential to the existence of a recognized unit with a continuing function, although in the ordinary case a fixed location and continuity of personnel are both helpful in establishing the existence of such a unit. The following examples will illustrate these points.

(d) The projects on which an individual in charge of a certain type of construction work is employed may occur at different locations, and he may even hire most of his workforce at these locations. The mere fact that he moves his location would not invalidate his exemption if there are other factors which show that he is actually in charge of a recognized unit with a continuing function in the organization.

(e) Nor will an otherwise exempt employee lose the exemption merely because he draws the men under his supervision from a pool, if other factors are present which indicate that he is in charge of a recognized unit with a continuing function. For instance, if this employee is in charge of the unit which has the continuing responsibility for making all installations for his employer, or all installations in a particular city or a designated portion of a city, he would be in charge of a department or subdivision despite the fact that he draws his subordinates from a pool of available men.

(f) It cannot be said, however, that a supervisor drawn from a pool of supervisors who supervises employees assigned to him from a pool and who is assigned a job or series of jobs from day to day or week to week has the status of an executive. Such an employee is not in charge of a recognized unit with a continuing function.

§ 541.105 Two or more other employees.

(a) An employee will qualify as an "executive" under § 541.1 only if he customarily and regularly supervises at least two full-time employees or the equivalent. For example, if the "executive" supervises one full-time and two part-time employees of whom one works morning and one, afternoons; or four part-time employees, two of whom work mornings and two afternoons, this requirement would be met.

(b) The employees supervised must be employed in the department which the "executive" is managing.

(c) It has been the experience of the divisions that a supervisor of a few as

two employees usually performs non-exempt work in excess of the general 20-percent tolerance provided in § 541.1.

(d) In a large machine shop there may be a machine-shop supervisor and two assistant machine-shop supervisors. Assuming that they meet all the other qualifications § 541.1 and particularly that they are not working foremen, they should certainly qualify for the exemption. A small department in a plant or in an office is usually supervised by one person. Any attempt to classify one of the other workers in the department as an executive merely by giving him an honorific title such as assistant supervisor will almost inevitably fail as there will not be sufficient true supervisory or other managerial work to keep two persons occupied. On the other hand, it is incorrect to assume that in a large department, such as a large shoe department in a retail store which has separate sections for men's, women's, and children's shoes, for example, the supervision cannot be distributed among two or three employees, conceivably among more. In such instances, assuming that the other tests are met, especially the one concerning the performance of nonexempt work, each such employee "customarily and regularly directs the work of two or more other employees therein."

(e) An employee who merely assists the manager or buyer of a particular department and supervises two or more employees only in the actual manager's or buyer's absence, however, does not meet this requirement. For example, where a single unsegregated department, such as a women's sportswear department or a men's shirt department in a retail store, is managed by a buyer, with the assistance of one or more assistant buyers, only one employee, the buyer, can be considered an executive, even though the assistant buyers at times exercise some managerial and supervisory responsibilities. A shared responsibility for the supervision of the same two or more employees in the same department does not satisfy the requirement that the employee "customarily and regularly directs the work of two or more employees therein."

§ 541.106 Authority to hire or fire.

Section 541.1 requires that an exempt executive employee have the authority to hire or fire other employees or that his suggestions and recommendations as to hiring or firing and as to advancement and promotion or any other change of status of the employees who he supervises will be given particular weight. Thus, no employee, whether high or low in the hierarchy of management, can be con-

sidered as employed in a bona fide executive capacity unless he is directly concerned either with the hiring or the firing and other change of status of the employees under his supervision, whether by direct action or by recommendation to those to whom the hiring and firing functions are delegated.

§ 541.107 Discretionary powers.

(a) Section 541.1(d) requires that an exempt executive employee customarily and regularly exercise discretionary powers. A person whose work is so completely routinized that he has no discretion does not qualify for exemption.

(b) The phrase "customarily and regularly" signifies a frequency which must be greater than occasional but which, of course, may be less than constant. The requirement will be met by the employee who normally and recurrently is called upon to exercise and does exercise discretionary powers in the day-to-day performance of his duties. The requirement is not met by the occasional exercise of discretionary powers.

§ 541.108 Work directly and closely related.

(a) This phrase brings within the category of exempt work not only the actual management of the department and the supervision of the employees therein, but also activities which are closely associated with the performance of the duties involved in such managerial and supervisory functions or responsibilities. The supervision of employees and the management of a department include a great many directly and closely related tasks which are different from the work performed by subordinates and are commonly performed by supervisors because they are helpful in supervising the employees or contribute to the smooth functioning of the department for which they are responsible. Frequently such exempt work is of a kind which in establishments that are organized differently or which are larger and have greater specialization of function, may be performed by a nonexempt employee hired especially for that purpose. Illustration will serve to make clear the meaning to be given the phrase "directly and closely related".

(b) Keeping basic records of working time, for example, is frequently performed by a timekeeper employed for that purpose. In such cases the work is clearly not exempt in nature. In other establishments which are not large enough to employ a timekeeper, or in which the timekeeping function has been decentralized, the supervisor of each department keeps the basic time

test for exemption as an "executive" is \$130 per week for other than an employee of the Federal Government.

(c) The payment of the required salary must be exclusive of board, lodging, or other facilities; that is, free and clear. On the other hand, the regulations in subpart A of this part do not prohibit the sale of such facilities to executives on a cash basis if they are negotiated in the same manner as similar transactions with other persons.

(d) The validity of including a salary requirement in the regulations in subpart A of this part has been sustained in a number of appellate court decisions. See, for example, *Walling v. Yeakley*, 140 F. (2d) 830 (C.A. 10); *Helliwell v. Haberman*, 140 F. (2d) 833 (C.A. 2); and *Walling v. Morris*, 155 F. (2d) 832 (C.A. 6) (reversed on another point in 332 U.S. 442); *Wirtz v. Mississippi Publishers*, 364 F. (2d) 603 (C.A. 5); *Craig v. Far West Engineering Co.*, 265 F. (2d) 251 (C.A. 9) cert. den. 361 U.S. 816; *Hofer v. Federal Cartridge Corp.*, 71 F. Supp. 243 (D.C. Minn.).

[38 FR 11390, May 7, 1973, as amended at 40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Paragraphs (a) and (b) in § 541.117 were revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of paragraphs (a) and (b) set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.117 Amount of salary required.

(a) Except as otherwise noted in paragraph (b) of this section, compensation on a salary basis at a rate of not less than \$225 per week beginning February 13, 1981 and \$250 per week beginning February 13, 1983, exclusive of board, lodging, or other facilities, is required for exemption as an executive. The \$225 a week or \$250 a week may be translated into equivalent amounts for periods longer than 1 week. For example, based on \$250 a week, the requirement will be met if the employee is compensated biweekly on a salary basis of \$500, semimonthly on a salary basis of \$541.67 or monthly on a salary basis of \$1083.33. However, the shortest period of payment which will meet the requirement of payment "on a salary basis" is a week.

(b) In Puerto Rico, the Virgin Islands, and American Samoa, the salary test for exemption as an "executive" is \$180 per week beginning February 13, 1981 and \$200 per week beginning February 13, 1983 for other than an employee of the Federal Government.

§ 541.118 Salary basis.

(a) An employee will be considered to be paid "on a salary basis" within the meaning of the regulations if under his employment agreement he regularly receives each pay period on a weekly, or less frequent basis, a prede-

termined amount constituting all or part of his compensation, which amount is not subject to reduction because of variations in the quality or quantity of the work performed. Subject to the exceptions provided below, the employee must receive his full salary for any week in which he performs any work without regard to the number of days or hours worked. This policy is also subject to the general rule that an employee need not be paid for any workweek in which he performs no work.

(1) An employee will not be considered to be "on a salary basis" if deductions from his predetermined compensation are made for absences occasioned by the employer or by the operating requirements of the business. Accordingly, if the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

(2) Deductions may be made, however, when the employee absents himself from work for a day or more for personal reasons, other than sickness or accident. Thus, if an employee is absent for a day or longer to handle personal affairs, his salaried status will not be affected if deductions are made from his salary for such absences.

(3) Deductions may also be made for absences of a day or more occasioned by sickness or disability (including industrial accidents) if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by both sickness and disability. Thus, if the employer's particular plan, policy or practice provides compensation for such absences, deductions for absences of a day or longer because of sickness or disability may be made before an employee has qualified under such plan, policy or practice, and after he has exhausted his leave allowance thereunder. It is not required that the employee be paid any portion of his salary for such days or days for which he receives compensation for leave under such plan, policy or practice. Similarly, if the employer operates under a State sickness and disability insurance law, or a private sickness and disability insurance plan, deductions may be made for absences of a working day or longer if benefits are provided in accordance with the particular law or plan. In the case of an industrial accident, the "salary basis" requirement will be met if the employee is compensated for loss of salary in accordance with the applicable compensation law or the plan adopted by the employer, provided the employer also has some plan, policy or practice of providing compensation for sickness and disability other than that relating to indus-

trial accidents.

(4) Deductions may not be made for absences of an employee caused by jury duty, attendance as a witness, or temporary military leave. The employer may, however, offset any amounts received by an employee as jury or witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption.

(5) Penalties imposed in good faith for infractions of safety rules of major significance will not affect the employee's salaried status. Safety rules of major significance include only those relating to the prevention of serious danger to the plant, or other employees, such as rules prohibiting smoking in explosive plants, oil refineries, and coal mines.

(6) The effect of making a deduction which is not permitted under these interpretations will depend upon the facts in the particular case. Where deductions are generally made when there is no work available, it indicates that there was no intention to pay the employee on a salary basis. In such a case the exemption would not be applicable to him during the entire period when such deductions were being made. On the other hand, where a deduction not permitted by these interpretations is inadvertent, or is made for reasons other than lack of work, the exemption will not be considered to have been lost if the employer reimburses the employee for such deductions and promises to comply in the future.

(b) *Minimum guarantee plus extras.* It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee's compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. The requirement will be met, for example, by a branch manager who receives a salary of \$155 or more a week and in addition, a commission of 1 percent of the branch sales. The requirement will also be met by a branch manager who receives a percentage of the sales or profits of the branch, if the employment arrangement also includes a guarantee of at least the minimum weekly salary (or the equivalent for a monthly or other period) required by the regulations. Another type of situation in which the requirement will be met is that of an employee paid on a daily or shift basis, if the employment arrangement includes a provision that the employee will receive not less than the amount specified in the regulations in any week in which the employee performs any work. Such arrangements are subject to the exceptions in paragraph (a) of this section. The test of payment on a salary basis

will not be met, however, if the salary is divided into two parts for the purpose of circumventing the requirement of payment "on a salary basis". For example, a salary of \$200 in each week in which any work is performed, and an additional \$50 which is made subject to deductions which, are not permitted under paragraph (a) of this section.

(c) *Initial and terminal weeks.* Failure to pay the full salary in the initial or terminal week of employment is not considered inconsistent with the salary basis of payment. In such weeks the payment of a proportionate part of the employee's salary for the time actually worked will meet the requirement. However, this should not be construed to mean that an employee is on a salary basis within the meaning of the regulations if he is employed occasionally for a few days and is paid a proportionate part of the weekly salary when so employed. Moreover, even payment of the full weekly salary under such circumstances would not meet the requirement, since casual or occasional employment for a few days at a time is inconsistent with employment on a salary basis within the meaning of the regulations.

[38 FR 11390, May 7, 1973, as amended at 40 FR 7092, Feb. 19, 1975]

Postponed Regulations: Paragraph (b) in § 541.118 was revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of paragraph (b) set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.118 Salary basis.

(b) *Minimum guarantee plus extras.* It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee's compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. The requirement will be met, for example, by a branch manager who receives a salary of \$250 or more a week and in addition, a commission of 1 percent of the branch sales. The requirement will also be met by a branch manager who receives a percentage of the sales or profits of the branch, if the employment arrangement also includes a guarantee of at least the minimum weekly salary (or the equivalent for a monthly or other period) required by the regulations. Another type of situation in which the requirement will be met is that of an employee paid on a daily or shift basis, if the employment arrangement includes a provision that the employee will receive not less than the amount specified in the regulations in any week in which the employee performs any work. Such arrangements are subject to the exceptions in para-

graph (a) of this section. The test of payment on a salary basis will not be met, however, if the salary is divided into two parts for the purpose of circumventing the requirement of payment "on a salary basis". For example, a salary of \$300 in each week in which any work is performed, and an additional \$55 which is made subject to deductions which are not permitted under paragraph (a) of this section.

§ 541.119 Special proviso for high salaried executives.

(a) Except as otherwise noted in paragraph (b) of this section, § 541.1 contains an upset or high salary proviso for managerial employees who are compensated on a salary basis at a rate of not less than \$250 per week exclusive of board, lodging, or other facilities. Such a highly paid employee is deemed to meet all the requirements in paragraphs (a) through (f) of § 541.1 if the employee's primary duty consists of the management of the enterprise in which employed or of a customarily recognized department or subdivision thereof and includes the customary and regular direction of the work of two or more other employees therein. If an employee qualifies for exemption under this proviso, it is not necessary to test that employee's qualifications in detail under paragraphs (a) through (f) of § 541.1 of this Part.

(b) In Puerto Rico, the Virgin Islands, and American Samoa the proviso of § 541.1(f) applies to those managerial employees (other than employees of the Federal Government) who are paid on a salary basis at a rate of not less than \$200 per week.

(c) Mechanics, carpenters, linotype operators, or craftsmen of other kinds are not exempt under the proviso no matter how highly paid they might be.

[40 FR 7093, Feb. 19, 1975]

Postponed Regulations: Section 541.119 was revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

The text of § 541.119 set forth above remains in effect pending further action by the issuing agency. The text of the postponed regulation appears below.

§ 541.119 Special proviso for high salaried executives.

(a) Except as otherwise noted in paragraph (b) of this section, § 541.1 contains an upset or high salary proviso for managerial employees who are compensated on a salary basis at a rate of not less than \$320 per week beginning February 13, 1981 and \$345 per week beginning February 13, 1983 exclusive of board, lodging, or other facilities. Such a highly paid employee is deemed to meet all the requirements in paragraphs (a) through (f) of § 541.1 if the employee's primary duty consists of the management of the enterprise in which employed or of a customarily recognized department or subdivision thereof and includes the customary

and regular direction of the work of two or more other employees therein. If an employee qualifies for exemption under this proviso, it is not necessary to test that employee's qualifications in detail under paragraphs (a) through (f) of § 541.1 of this Part.

(b) In Puerto Rico, the Virgin Islands, and American Samoa the proviso of § 541.1(f) applies to those managerial employees (other than employees of the Federal Government) who are paid on a salary basis at a rate of not less than \$260 per week beginning February 13, 1981 and \$285 per week beginning February 13, 1983.

(c) Mechanics, carpenters, linotype operators, or craftsmen of other kinds are not exempt under the proviso no matter how highly paid they might be.

EMPLOYEE EMPLOYED IN A BONA FIDE ADMINISTRATIVE CAPACITY

§ 541.201 Types of administrative employees.

(a) Three types of employees are described in § 541.2(c) who, if they meet the other tests in § 541.2, qualify for exemption as "administrative" employees.

(1) *Executive and administrative assistants.* The first type is the assistant to a proprietor or to an executive or administrative employee. In modern industrial practice there has been a steady and increasing use of persons who assist an executive in the performance of his duties without themselves having executive authority. Typical titles of persons in this group are executive assistant to the president, confidential assistant, executive secretary, assistant to the general manager, administrative assistant and, in retail or service establishments, assistant manager and assistant buyer. Generally speaking, such assistants are found in large establishments where the official assisted has duties of such scope and which require so much attention that the work of personal scrutiny, correspondence, and interviews must be delegated.

(2) *Staff employees.* (i) Employees included in the second alternative in the definition are those who can be described as staff rather than line employees, or as functional rather than departmental heads. They include among others employees who act as advisory specialists to the management. Typical examples of such advisory specialists are tax experts, insurance experts, sales research experts, wage-rate analysts, investment consultants, foreign exchange consultants, and statisticians.

(ii) Also included are persons who are in charge of a so-called functional department, which may frequently be a one-man department. Typical examples of such employees are credit man-

agers, purchasing agents, buyers, safety directors, personnel directors, and labor relations directors.

(3) *Those who perform special assignments.* (i) The third group consists of persons who perform special assignments. Among them are to be found a number of persons whose work is performed away from the employer's place of business. Typical titles of such persons are lease buyers, field representatives of utility companies, location managers of motion picture companies, and district gaugers for oil companies. It should be particularly noted that this is a field which is rife with honorific titles that do not adequately portray the nature of the employee's duties. The field representative of a utility company, for example, may be a "glorified serviceman."

(ii) This classification also includes employees whose special assignments are performed entirely or partly inside their employer's place of business. Examples are special organization planners, customers' brokers in stock exchange firms, so-called account executives in advertising firms and contact or promotion men of various types.

(b) *Job titles insufficient as yardsticks.* (1) The employees for whom exemption is sought under the term "administrative" have extremely diverse functions and a wide variety of titles. A title alone is of little or no assistance in determining the true importance of an employee to the employer or his exempt or nonexempt status under the regulations in subpart A of this part. Titles can be had cheaply and are of no determinative value. Thus, while there are supervisors of production control (whose decisions affect the welfare of large numbers of employees) who qualify for exemption under section 13(a)(1), it is not hard to call a rate setter (whose functions are limited to timing certain operations and jotting down times on a standardized form) a "methods engineer" or a "production-control supervisor."

(2) Many more examples could be cited to show that titles are insufficient as yardsticks. As has been indicated previously, the exempt or nonexempt status of any particular employee must be determined on the basis of whether his duties, responsibilities, and salary meet all the requirements of the appropriate section of the regulations in subpart A of this part.

(c) Individuals engaged in the overall academic administration of an elementary or secondary school system include the superintendent or other head of the system and those of his assistants whose duties are primarily concerned with administration of such matters as curriculum, quality and methods of instructing, measuring and

testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program. In individual school establishments those engaged in overall academic administration include the principal and the vice principals who are responsible for the operation of the school. Other employees engaged in academic administration are such department heads as the heads of the mathematics department, the English department, the foreign language department, the manual crafts department, and the like. Institutions of higher education have similar organizational structure, although in many cases somewhat more complex.

§ 541.202 Categories of work.

(a) The work generally performed by employees who perform administrative tasks may be classified into the following general categories for purposes of the definition: (This classification is without regard to whether the work is manual or nonmanual. The problem of manual work as it affects the exemption of administrative employees is discussed in § 541.203.)

(1) The work specifically described in paragraphs (a), (b), and (c) of § 541.2; (2) routine work which is directly and closely related to the performance of the work which is described in paragraphs (a), (b), and (c) of § 541.2; and (3) routine work which is not related or is only remotely related to the administrative duties. (As used in this subpart the phrase "routine work" means work which does not require the exercise of discretion and independent judgment. It is not necessarily restricted to work which is repetitive in nature.)

(b) The work in category 1, that which is specifically described in § 541.2 as requiring the exercise of discretion and independent judgment, is clearly exempt in nature.

(c) Category 2 consists of work which if separated from the work in category 1 would appear to be routine, or on a fairly low level, and which does not itself require the exercise of discretion and independent judgment, but which has a direct and close relationship to the performance of the more important duties. The directness and closeness of the relationship may vary depending upon the nature of the job and the size and organization of the establishment in which the work is performed. This "directly and closely related" work includes routine work which necessarily arises out of the administrative duties, and the routine work without which the employee's more important work cannot be performed properly. It also includes a variety of routine tasks which may not

be essential to the proper performance of the more important duties but which are functionally related to them directly and closely. In this latter category are activities which an administrative employee may reasonably be expected to perform in connection with carrying out his administrative functions including duties which either facilitate or arise incidentally from the performance of such functions and are commonly performed in connection with them.

(d) These "directly and closely related" duties are distinguishable from the last group, category 3, those which are remotely related or completely unrelated to the more important tasks. The work in this last category is non-exempt and must not exceed the 20-percent limitation for nonexempt work (up to 40 percent or service establishment) if the exemption is to apply.

(e) Work performed by employees in the capacity of "academic administrative" personnel is a category of administrative work limited to a class of employees engaged in academic administration as contrasted with the general usable of "administrative" in the act. The term "academic administrative" denotes administration relating to the academic operations and functions in a school rather than to administration along the lines of general business operations. Academic administrative personnel are performing operations directly in the field of education. Jobs relating to areas outside the educational field are not within the definition of academic administration. Examples of jobs in school systems, and educational establishments and institutions, which are outside the term academic administration are jobs relating to building management and maintenance, jobs relating to the health of the students and academic staff such as social workers, psychologist, lunch room manager, or dietitian. Employees in such work which is not considered academic administration may qualify for exemption under other provisions of § 541.2 or under other sections of the regulations in subpart A of this part provided the requirements for such exemptions are met.

§ 541.203 Nonmanual work.

(a) The requirement that the work performed by an exempt administrative employee must be office work or nonmanual work restricts the exemption to "white-collar" employees who meet the tests. If the work performed is "office" work it is immaterial whether it is manual or nonmanual in nature. This is consistent with the intent to include within the term "administrative" only employees who are

basically white-collar employees since the accepted usage of the term "white-collar" includes all office workers. Persons employed in the routine operation of office machines are engaged in office work within the meaning of § 541.2 (although they would not qualify as administrative employees since they do not meet the other requirements of § 541.2).

(b) Section 541.2 does not completely prohibit the performance of manual work by an "administrative" employee. The performance by an otherwise exempt administrative employee of some manual work which is directly and closely related to the work requiring the exercise of discretion and independent judgment is not inconsistent with the principle that the exemption is limited to "white-collar" employees. However, if the employee performs so much manual work (other than office work) that he cannot be said to be basically a "white-collar" employee he does not qualify for exemption as a bona fide administrative employee, even if the manual work he performs is directly and closely related to the work requiring the exercise of discretion and independent judgment. Thus, it is obvious that employees who spend most of their time in using tools, instruments, machinery, or other equipment, or in performing repetitive operations with their hands, no matter how much skill is required, would not be bona fide administrative employees within the meaning of § 541.2. An office employee, on the other hand, is a "white-collar" worker, and would not lose the exemption on the grounds that he is not primarily engaged in "nonmanual" work, although he would lose the exemption if he failed to meet any of the other requirements.

§ 541.205 Directly related to management policies or general business operations.

(a) The phrase "directly related to management policies or general business operations of his employer or his employer's customers" describes those types of activities relating to the administrative operations of a business as distinguished from "production" or, in a retail or service establishment, "sales" work. In addition to describing the types of activities, the phrase limits the exemption to persons who perform work of substantial importance to the management or operation of the business of his employer or his employer's customers.

(b) The administrative operations of the business include the work performed by so-called white-collar employees engaged in "servicing" a business as, for, example, advising the management, planning, negotiating,

representing the company, purchasing, promoting sales, and business research and control. An employee performing such work is engaged in activities relating to the administrative operations of the business notwithstanding that he is employed as an administrative assistant to an executive in the production department of the business.

(c) As used to describe work of substantial importance to the management or operation of the business, the phrase "directly related to management policies or general business operations" is not limited to persons who participate in the formulation of management policies or in the operation of the business as a whole. Employees whose work is "directly related" to management policies or to general business operations include those who affect policy or whose responsibility it is to execute or carry it out. The phrase also includes a wide variety of persons who either carry out major assignments in conducting the operations of the business, or whose work affects business operations to a substantial degree, even though their assignments are tasks related to the operation of a particular segment of the business.

(1) It is not possible to lay down specific rules that will indicate the precise point at which work becomes of substantial importance to the management or operation of a business. It should be clear that the cashier of a bank performs work at a responsible level and may therefore be said to be performing work directly related to management policies or general business operations. On the other hand, the bank teller does not. Likewise it is clear that bookkeepers, secretaries, and clerks of various kinds hold the run-of-the-mine positions in any ordinary business and are not performing work directly related to management policies or general business operations. On the other hand, a tax consultant employed either by an individual company or by a firm of consultants is ordinarily doing work of substantial importance to the management or operation of a business.

(2) An employee performing routine clerical duties obviously is not performing work of substantial importance to the management or operation of the business even though he may exercise some measure of discretion and judgment as to the manner in which he performs his clerical tasks. A messenger boy who is entrusted with carrying large sums of money or securities cannot be said to be doing work of importance to the business even though serious consequences may flow from his neglect. An employee operating very expensive equipment may

cause serious loss to his employer by the improper performance of his duties. An inspector, such as, for example, an inspector for an insurance company, may cause loss to his employer by the failure to perform his job properly. But such employees, obviously, are not performing work of such substantial importance to the management or operation of the business that it can be said to be "directly related to management policies or general business operations" as that phrase is used in § 541.2.

(3) Some firms employ persons whom they describe as "statisticians." If all such a person does, in effect, is to tabulate data, he is clearly not exempt. However, if such an employee makes analyses of data and draws conclusions which are important to the determination of, or which, in fact, determine financial, merchandising, or other policy, clearly he is doing work directly related to management policies or general business operations. Similarly, a personnel employee may be a clerk at a hiring window of a plant, or he may be a man who determines or effects personnel policies affecting all the workers in the establishment. In the latter case, he is clearly doing work directly related to management policies or general business operations. These examples illustrate the two extremes. In each case, between these extreme types there are many employees whose work may be of substantial importance to the management or operation of the business, depending upon the particular facts.

(4) Another example of an employee whose work may be important to the welfare of the business is a buyer of a particular article or equipment in an industrial plant or personnel commonly called assistant buyers in retail or service establishments. Where such work is of substantial importance to the management or operation of the business, even though it may be limited to purchasing for a particular department of the business, it is directly related to management policies or general business operations.

(5) The test of "directly related to management policies or general business operations" is also met by many persons employed as advisory specialists and consultants of various kinds, credit managers, safety directors, claim agents and adjusters, wage-rate analysts, tax experts, account executives of advertising agencies, customers' brokers in stock exchange firms, promotion men, and many others.

(6) It should be noted in this connection that an employer's volume of activities may make it necessary to employ a number of employees in some of these categories. The fact that there are a number of other employees of the same employer carrying out

assignments of the same relative importance or performing identical work does not affect the determination of whether they meet this test so long as the work of each such employee is of substantial importance to the management or operation of the business.

(7) In the data processing field some firms employ persons described as systems analysts and computer programmers. If such employees are concerned with the planning, scheduling, and coordination of activities which are required to develop systems for processing data to obtain solutions to complex business, scientific, or engineering problems of his employer or his employer's customers, he is clearly doing work directly related to management policies or general business operations.

(d) Under § 541.2 the "management policies or general business operations" may be those of the employer or the employer's customers. For example, many bona fide administrative employees perform important functions as advisers and consultants but are employed by a concern engaged in furnishing such services for a fee. Typical instances are tax experts, labor relations consultants, financial consultants, systems analysts, or resident buyers. Such employees, if they meet the other requirements of § 541.2, qualify for exemption regardless of whether the management policies or general business operations to which their work is directly related are those of their employer's clients or customers or those of their employer.

§ 541.206 Primary duty.

(a) The definition of "administrative" exempts only employees who are primarily engaged in the responsible work which is characteristic of employment in a bona fide administrative capacity. Thus, the employee must have as his primary duty office or non-manual work directly related to management policies or general business operations of his employer or his employer's customers, or, in the case of "academic administrative personnel," the employee must have as his primary duty work that is directly related to academic administration or general academic operations of the school in whose operations he is employed.

(b) In determining whether an employee's exempt work meets the "primary duty" requirement, the principles explained in § 541.103 in the discussion of "primary duty" under the definition of "executive" are applicable.

§ 541.207 Discretion and independent judgment.

(a) In general, the exercise of discretion and independent judgment involves the comparison and the evalua-

tion of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The term as used in the regulations in Subpart A of this part, moreover, implies that the person has the authority or power to make an independent choice, free from immediate direction or supervision and with respect to matters of significance. (Without actually attempting to define the term, the courts have given it this meaning in applying it in particular cases. See, for example, *Walling v. Sterling Ice Co.*, 69 F. Supp. 655, reversed on other grounds, 165 F. (2d) 265 (CCA 10). See also *Connell v. Delaware Aircraft Industries*, 55 Atl. (2d) 637.)

(b) The term must be applied in the light of all the facts involved in the particular employment situation in which the question arises. It has been most frequently misunderstood and misapplied by employers and employees in cases involving the following: (1) Confusion between the exercise of discretion and independent judgment, and the use of skill in applying techniques, procedures, or specific standards; and (2) misapplication of the term to employees making decisions relating to matters of little consequence.

(c) Distinguished from skills and procedures:

(1) Perhaps the most frequent cause of misapplication of the term "discretion and independent judgment" is the failure to distinguish it from the use of skill in various respects. An employee who merely applies his knowledge in following prescribed procedures or determining which procedure to follow, or who determines whether specified standards are met or whether an object falls into one or another of a number of definite grades, classes, or other categories, with or without the use of testing or measuring devices, is not exercising discretion and independent judgment within the meaning of § 541.2. This is true even if there is some leeway in reaching a conclusion, as when an acceptable standard includes a range or a tolerance above or below a specific standard.

(2) A typical example of the application of skills and procedures is ordinary inspection work of various kinds. Inspectors normally perform specialized work along standardized lines involving well-established techniques and procedures which

Administrative duties, such as the executive of the employer's credit policy, the management of the company's traffic, purchasing, and other responsible office work requiring the customary and regular exercise of discretion and judgment, which are clearly exempt. On the other hand, this office manager may perform all the book-keeping, prepare the confidential or regular payrolls, and send out monthly statements of account. These latter activities are not directly and closely related to the exempt functions and are not exempt.

§ 541.209 Percentage limitations on non-exempt work.

(a) Under § 541.2(d), an employee will not qualify for exemption as an administrative employee if he devotes more than 20 percent, or, in the case of an employee of a retail or service establishment if he devotes as much as 40 percent, of his hours worked in the workweek to nonexempt work; that is, to activities which are not directly and closely related to the performance of the work described in § 541.2 (a) through (c).

(b) This test is applied on a work-week basis and the percentage of time spent on nonexempt work is computed on the time worked by the employee.

(c) The tolerance for nonexempt work allows the performance of non-exempt manual or nonmanual work within the percentages allowed for all types of nonexempt work.

(d) Refer to § 541.112(b) for the definition of a retail or service establishment as this term is used in paragraph (a) of this section.

§ 541.210 Trainees, administrative.

The exemption is applicable to an employee employed in a bona fide administrative capacity and does not include employees training for employment in an administrative capacity who are not actually performing the duties of an administrative employee.

§ 541.211 Amount of salary or fees required.

(a) Except as otherwise noted in paragraphs (b) and (c) of this section, compensation on a salary or fee basis at a rate of not less than \$155 a week, exclusive of board, lodging or other facilities, is required for exemption as an administrative employee. The requirement will be met if the employee is compensated biweekly on a salary basis of \$310, semimonthly on a salary basis of \$335.84, or monthly on a salary basis of \$671.67.

(b) In Puerto Rico, the Virgin Islands, and American Samoa, the salary test for exemption as an administrative employee is \$125 per week for other than an employee of the Federal

Government.

(c) In the case of academic administrative personnel, the compensation requirement for exemption as an administrative employee may be met either by the payment described in paragraph (a) or (b) of this section, whichever is applicable, or alternatively by compensation on a salary basis in an amount which is at least equal to the entrance salary for teachers in the school system, or educational establishment or institution by which the employee is employed.

(d) The payment of the required salary must be exclusive of board, lodging, or other facilities; that is, free and clear. On the other hand, the regulations in Subpart A of this part do not prohibit the sale of such facilities to administrative employees on a cash basis if they are negotiated in the same manner as similar transactions with other persons.

[38 FR 11390, May 7, 1973, as amended at 40 FR 7093, Feb. 19, 1975]

Postponed Regulations: Paragraphs (a) and (b) in § 541.211 were revised at 46 FR 3014, Jan. 13, 1981. In accordance with the President's Memorandum of January 29, 1981 (46 FR 11227, Feb. 6, 1981), the effective date was postponed indefinitely at 46 FR 11972, Feb. 12, 1981.

JASPER COUNTY PUBLIC LIBRARY
HOLIDAY POLICY

The purpose of a Holiday policy is to maintain orderly operations of library facilities in conjunction with local or community observance of local, state or national Holidays.

In order to achieve this the Library will generally follow policies similar to those set by other agencies of local, state or national government regarding observance of Holidays.

In general, if a Holiday falls on a Saturday it will be observed by the Library System the Friday before, for those not scheduled to work on Saturday; if a Holiday falls on a Sunday it will be observed the following Monday. No staff person should receive extra time off as a result of this rule and scheduling by Library Administrative staff should be arranged to avoid this happening. All locations, Demotte, Rensselaer, and Wheatfield, will observe the same Holidays, on the same days, for the same hours.

In general, the Library will observe these Holidays:

New Year's Day	(1 January)
President's Day	(February)
Memorial Day	(May)
Independence Day	(July)
Labor Day	(September)
Thanksgiving	(November)
Christmas Eve	(December)
Christmas Day	(December)

In addition, in order to maintain orderly operation in conjunction with policies of other agencies and offices in the community, all locations will close at 5:00 P. M. on the day before Thanksgiving and on New Year's Eve.

Exceptions or changes to this policy may be made at the suggestion of the Director with the approval of the Library Board. Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

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In general, the Library will observe these Holidays:

New Year's Day	(1 January)
President's Day	(February)
Memorial Day	(May)
Independence Day	(4 July)
Labor Day	(September)
Thanksgiving	(November)
Christmas Eve	(24 December)
Christmas Day	(25 December)
New Year's Eve	(31 December)

In addition, in order to maintain orderly operation in conjunction with policies of other agencies and offices in the community, all locations will close at 5:00 P. M. on the day before Thanksgiving.

Exceptions or changes to this policy may be made at the suggestion of the Director with the approval of the Library Board. Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

SEPTEMBER

AGENDA.....11 September 1989

Regular Monthly Meeting
Board of Trustees
Jasper County Public Library

- 1) Call to order
- 2) Minutes
- 3) Bills/Financial Statements
 - 3.1 Bills/Payroll
 - 3.2 Financial Statements
- 4) Director's Report/Committee Reports
 - 4.1 Statistical Report
 - 4.2 LOM Preliminary Report
- 5) Unfinished Business:
 - 5.1 Use of Wheatfield Branch for Church meetings
- 6) New Business:
 - 6.1 Fax machines: selection and usage
 - 6.2 District Meetings: South Bend 10/11
 - 6.3 NILART meeting: Huntington 9/14/89
- 7) Miscellaneous Business
 - 7.1 Newsbank Demonstration
- 8) Adjournment

The Board of Trustees of the Jasper County Public Library held its regular monthly meeting at 7 P. M. on 14 August 1989 at the Rensselaer Library.

Board President Wil Doty called to say he would be about ten minutes late so Vice-president Bob Souza called the meeting to order at 7:08 P. M. Present were members Marge Hohner, Barb Leestma, Wanda Stewart. Member Mary Linda Casey arrived later during the meeting. Miriam Lawyer was absent.

Congressman Jim Jontz addressed the Board regarding Library legislation and listened to comments regarding Library related matters in the District and other matters in the Congressional District. He thanked the Library for being able to use the meeting room in the past and expressed his regrets that for reasons of access he had had to hold his meetings at sites which were handicapped accessible. Mr Jontz then left having taken and answered all questions.

At this time Board President Wil Doty arrived and the regular meeting was suspended for the Board to hold an executive session to discuss the status of an employee. This session lasted from 7:20 P. M. to 7:40 P. M. The regular meeting was then reconvened with Board President Wil Doty presiding.

The minutes were approved as read on a motion by Wanda Stewart and a second by Marge Hohner.

The bills, financial statements and payroll were examined and approved on a motion by Bob Souza and a second by Barb Leestma.

Mr. Gunnells reported on the statistical report, drawing attention to the continuing increase in circulation at the Wheatfield Branch. He also commented on the circulation at the DeMotte Branch and its being greater than at Rensselaer and attributed it to, as much as to anything else, the problems of access at the Rensselaer Carnegie Library.

Mr. Gunnells discussed the visit of the LOM Corporation to the Rensselaer Library on 8/10 and mentioned the coming of LOM to DeMotte on 8/21/89.

A discussion of FAX machines was held. The Board wanted to get some more information on uses of the machines in the Libraries and cost projections for telecommunications involved in connection with using the machines. Mr. Gunnells promised to obtain this information by the next regular meeting and the matter was tabled until then. He was

also directed to obtain information on costs of a line between Demotte and Rensselaer which could save the cost of the several long distance calls made between the two libraries on a regular monthly basis.

Committee assignments for the 1989 year were given out to each member and the Evaluation Committee was directed to look into an evaluation of the Director before the end of the current calendar year. Discussion of progress so far and development of and clarification of goals and objectives were mentioned as possible aims of the process. Gunnells was directed to prepare a self evaluation by the next monthly Board meeting to be used as part of this process.

A resolution to adopt the 1990 budget, tax rate and appropriations was adopted unanimously on a motion by Bob Souza and a second by Barbara Leestma. Mr. Gunnells will file the budget with the County Auditor and a copy of the resolution to appeal with the State Board of Tax Commissioners in Indianapolis. A local hearing to consider the budget will be held and then a hearing in Indianapolis will be scheduled to consider the Appeal Resolution. Board members are encouraged to attend both these meetings. No dates for these meetings have been set at this time.

Mr. Gunnells presented a reorganization scheme based upon recommendations of the audit just completed and designed to clear up some "contradictions" mentioned by the auditor which needed to be eliminated. This would involve evaluating all job descriptions and the Library's job classification scheme and adjusting as necessary to comply with existing Federal regulations and would entail a new classification scheme and a number of revised job descriptions. It would also require that the Library go to a two week rather than a bi-monthly pay period, beginning with the new year, the first payday to be Friday, 19 January 1990. Each alternate Friday thereafter would be a payday. Also involved would be a revision of the policy manual and Board handbook, Mr. Gunnells working with the policies and procedures Committee to effect these changes in line with the changes in classification scheme and job descriptions. There were no questions.

Two Holiday policies were introduced and discussed. The Board decided to adopt the second policy version which included closing for New Year's Eve day as well as New Year's Day.

Mr. Gunnells asked permission to send staff members to several workshops and seminars listed on the agenda and asked any Board members interested in going to any of the workshops to make their desire to attend known so that they could be included in the registration materials. He also mentioned and passed around information on two

workshops coming up which were not listed on the agenda and asked permission to attend an annual Legislative Orientation workshop held at the State Library on 9/7/89 and an all-day intellectual freedom readathon held at the Allen County Public Library in Fort Wayne on 9/21/89. At the latter workshop, Mr. Gunnells would be reading from three separate works in shifts of five minutes per selection along with other members of the local and Library community across the State. Board members were also invited to attend either of these sessions as well. Material on these two events had not been received in time to include it in mailings previous to the Board meeting. Information will be included in the next month's mailing.

A bid from Jolink Nurseries was presented to the Board in relation to building a retaining wall and stairs on the East side of the Wheatfield Branch to prevent the further erosion and wearing away of grass in this area between the building and the sidewalk. The work was authorized on a motion by Marge Hohner and a second by Mary Linda Casey.

There being no further business to consider, the meeting was adjourned on a motion by Marge Hohner and a second by Mary Linda Casey. A video from the State Library explaining the PERF (Public Employers Retirement Fund) was shown to the Board after the meeting was adjourned.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 11 SEP 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	107752.93	6164.37	365583.06	35210.48	378591.36	78706.82
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	1873.21	417.78	3331.97	7.37	3352.12	2283.62
110.02	RENSSELAER GIFT FUND	327.08	.00	738.03	8.37	1419.80	318.71
110.03	WHEATFIELD GIFT FUND	1202.28	37.00	1803.28	.00	1485.82	1239.28
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	9939.96	.00	10396.21	.00	3881.39	9939.96
120.02	WHEATFIELD BOND AND INTEREST	45521.16	.00	53896.16	.00	62160.37	45521.16
130	LIRF FUND	25362.24	.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	82.27	.00	.00	-15.50	-17.28	97.77
-TOTAL ALL FUNDS-		392181.13	6619.15	581389.30	35210.72	575531.93	363589.56

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

11 SEP 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATIO BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	14284.14	15715.86
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	17965.27	137434.39	68065.61
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	863.30	5270.13	4929.87
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1623.73	13194.58	5305.42
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	733.19	1116.81
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	969.11	-219.11
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	22.90	1077.10
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	134.21	1653.00	1647.00
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	23.18	2555.78	1194.22
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	26.98	284.81	465.19
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	203.97	4519.73	2480.27
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	452.07	993.56	2506.44
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	3182.25	-182.25
3.21	TELEPHONE	6500.00	.00	6500.00	509.81	4150.89	2349.11
3.22	POSTAGE	2500.00	.00	2500.00	2.43	1378.17	1121.83
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	198.90	1473.50	2526.50
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	240.36	3459.42	2540.58
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	998.64	-598.64
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	1.85	998.15
3.41	OFFICIAL BONDS	600.00	.00	600.00	120.00	670.00	-70.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	723.00	5215.00	1785.00
3.51	GAS	6000.00	.00	6000.00	28.23	3523.59	2476.41
3.52	ELECTRICITY	15000.00	.00	15000.00	1022.85	7751.09	7248.91
3.53	WATER	500.00	.00	500.00	80.90	257.86	242.14
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	78.38	237.30	162.70
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	15.00	1831.28	2668.72
3.62	EQUIPMENT	1000.00	.00	1000.00	80.43	422.18	577.82
3.72	EQUIPMENT	400.00	.00	400.00	.00	1752.65	-1352.65
3.91	DUES	750.00	.00	750.00	75.00	270.00	480.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	765.26	4024.95	3475.05
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	1581.55	8452.13	11547.87
4.51	BOOKS	95000.00	.00	95000.00	4125.39	48543.52	46456.48
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	38.22	12429.42	2570.58
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	1053.38	6540.23	9059.77
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	24.52	9321.77	5484.15
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	16247.44	200.91
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	35205.48	328556.79	262305.45

RECEIPT BREAKDOWN FOR
SEPTEMBER 11, 1989

FINES..... 745.99

DeMotte	377.18
Rensselaer	269.97
Wheatfield	98.84

PHOTOCOPIES..... 506.64

DeMotte	276.95
Rensselaer	144.14
Wheatfield	85.55

CARDS..... 7.50

DeMotte	1.50
Rensselaer	4.00
Wheatfield	2.00

INTEREST..... 4828.39

GIFT FUNDS..... 454.78

DeMotte	417.78
Rensselaer	0.00
Wheatfield	37.00

REFUND FROM QUARTERLY F-941 REPORT..... 75.85

TOTAL AMOUNT OF RECEIPTS..... 6619.15

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

11 SEP 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000183	0977	JULIE BRAY	555.07	15 AUG 89	PAYROLL
000184	0987	GLENDA BROWN	365.60	15 AUG 89	PAYROLL
000185	0998	LYNN DAUGHERTY	639.01	15 AUG 89	PAYROLL
000186	0988	COLLEEN DONNELLY	174.63	15 AUG 89	PAYROLL
000187	0984	MARY DUGGLEBY	335.45	15 AUG 89	PAYROLL
000188	0978	CHARLOTTE FAGEN	428.40	15 AUG 89	PAYROLL
000189	1001	DANNY GUNNELLS	977.46	15 AUG 89	PAYROLL
000190	0989	HEIRONIMUS, CHERYL	62.33	15 AUG 89	PAYROLL
000191	0990	ROSE HOWARD	182.56	15 AUG 89	PAYROLL
000192	0991	MAIA KINGMAN	17.71	15 AUG 89	PAYROLL
000193	0982	JOAN KOPANDA	202.67	15 AUG 89	PAYROLL
000194	1000	JENNIFER LANGLOIS	672.04	15 AUG 89	PAYROLL
000195	0992	LISA LINTNER	50.97	15 AUG 89	PAYROLL
000196	00976	MARY K. MARTIN	631.37	15 AUG 89	PAYROLL
000197	0999	HEATHER MASON	300.79	15 AUG 89	PAYROLL
000198	0993	RYAN MORELAND	65.67	15 AUG 89	PAYROLL
000199	0985	KATHLEEN PADGITT	336.78	15 AUG 89	PAYROLL
000200	0986	BONNIE POWELL	262.68	15 AUG 89	PAYROLL
000201	0994	ALISA RUDE	92.59	15 AUG 89	PAYROLL
000202	0979	SHARON SCHULENBERG	395.48	15 AUG 89	PAYROLL
000203	0995	EILEEN SPURGEON	77.69	15 AUG 89	PAYROLL
000204	0980	JILL TACHTIRIS	318.81	15 AUG 89	PAYROLL
000205	0996	ELIZABETH THONE	83.09	15 AUG 89	PAYROLL
000206	0983	DIANE WIERS	311.44	15 AUG 89	PAYROLL
000207	0981	CHERYL WITTY	447.78	15 AUG 89	PAYROLL
000208	0997	DANIEL L. WITTY	168.30	15 AUG 89	PAYROLL
000209	1008	JULIE BRAY	555.07	31 AUG 89	PAYROLL
000210	1018	GLENDA BROWN	365.60	31 AUG 89	PAYROLL
000211	1027	LYNN DAUGHERTY	639.01	31 AUG 89	PAYROLL
000212	1015	MARY DUGGLEBY	335.45	31 AUG 89	PAYROLL
000213	1009	CHARLOTTE FAGEN	428.40	31 AUG 89	PAYROLL
000214	1029	DANNY GUNNELLS	977.46	31 AUG 89	PAYROLL
000215	1019	HEIRONIMUS, CHERYL	192.62	31 AUG 89	PAYROLL
000216	1020	ROSE HOWARD	198.84	31 AUG 89	PAYROLL
000217	1013	JOAN KOPANDA	202.67	31 AUG 89	PAYROLL
000218	1028	JENNIFER LANGLOIS	1009.53	31 AUG 89	PAYROLL
000219	1021	LISA LINTNER	109.73	31 AUG 89	PAYROLL
000220	01007	MARY K. MARTIN	631.37	31 AUG 89	PAYROLL
000221	1022	RYAN MORELAND	63.21	31 AUG 89	PAYROLL
000222	1016	KATHLEEN PADGITT	336.78	31 AUG 89	PAYROLL
000223	1017	BONNIE POWELL	262.68	31 AUG 89	PAYROLL
000224	1023	ALISA RUDE	146.47	31 AUG 89	PAYROLL
000225	1010	SHARON SCHULENBERG	395.48	31 AUG 89	PAYROLL
000226	1024	EILEEN SPURGEON	70.29	31 AUG 89	PAYROLL
000227	1011	JILL TACHTIRIS	318.81	31 AUG 89	PAYROLL
000228	1025	ELIZABETH THONE	83.09	31 AUG 89	PAYROLL
000229	1014	DIANE WIERS	311.44	31 AUG 89	PAYROLL
000230	1012	CHERYL WITTY	447.78	31 AUG 89	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

11 SEP 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000231	1026	DANIEL L. WITTY	187.90	31 AUG 89	PAYROLL
0008536	01006	CROWN POINT COMMUNITY LIBRAR	175.50	15 AUG 89	NILBA MEETING
008533	01003	INDIANA DEFERRED COMPENSATIO	115.00	15 AUG 89	WITHHELD FROM 15 AUG 89 PAYR
008534	01004	NATIONAL BOND & TRUST COMPAN	61.33	15 AUG 89	WITHHELD FROM 15 AUG 89 PAYR
008535	01005	BANK ONE	2746.54	15 AUG 89	FICA & FED.TAX WITHHELD 15 A
008537	1030	INDIANA DEFERRED COMPENSATIO	115.00	31 AUG 89	WITHHELD FROM 31 AUG 89 PAYR
008538	01031	NATIONAL BOND & TRUST COMPAN	61.33	31 AUG 89	WITHHELD FROM 31 AUG 89 PAYR
008539	01032	BANK ONE	2819.44	31 AUG 89	FED. & FICA TAXES 31 AUG 89
008540	01033	IND. DEPARTMENT OF REVENUE	883.77	31 AUG 89	STATE & COUNTY TAXES AUG 89
008542	01035	CITY OF RENSSELAER	425.85	11 SEP 89	RENSSELAER UTILITIES
008543	01036	NIPSCO	370.04	11 SEP 89	DEMOTTE UTILITIES
008544	01037	NORTHWESTERN INDIANA TELEPHO	143.28	11 SEP 89	DEMOTTE TELEPHONE
008545	01038	UNITED TELEPHONE COMPANY	287.68	11 SEP 89	RENSSELAER TELEPHONE
008546	01039	ALTA	75.00	11 SEP 89	ALTA 1989 DUES
008547	01040	ASSOCIATED LIBRARIES, INC.	22.82	11 SEP 89	BOOKS
008548	01041	AUSTIN BOOK SALES	201.29	11 SEP 89	BOOKS
008549	01042	BAKER & TAYLOR	610.86	11 SEP 89	BOOKS
008550	01043	BAKER & TAYLOR	696.16	11 SEP 89	BOOKS & VIDEOS
008551	01044	BEN FRANKLIN	14.24	11 SEP 89	CRAFT SUP.-DEMOTTE
008552	01045	BRODART CO.	80.90	11 SEP 89	SYSDAC TAPE
008553	01046	CHILTON BOOK COMPANY	191.36	11 SEP 89	BOOKS
008554	01047	COAST TO COAST	26.98	11 SEP 89	REFINISHING SUP.-RENSSELAER
008555	01048	CRITICS' CHOICE VIDEO	43.90	11 SEP 89	VIDEOS
008556	01050	DAVIDSON TITLES INC.	36.34	11 SEP 89	BOOKS
008557	01051	EBSCO SUBSCRIPTION SERVICES	4.95	11 SEP 89	RATE ADJUSTMENT - RENSSLAER
008558	01052	ELECTROLUX	603.50	11 SEP 89	VACUUM CLEANER -- DEMOTTE
008559	01053	DAN FAGEN	60.00	11 SEP 89	MOWING - DEMOTTE
008560	01054	GAYLORD BROS.	90.05	11 SEP 89	CD PROTECT., TRAY GDS., FINE
008561	01055	GREAT WESTERN SUPPLY	131.53	11 SEP 89	KRAFT CLASP ENVELOPES
008562	01056	GROLIER EDUCATIONAL CORP.	255.80	11 SEP 89	BOOKS
008563	01057	H. W. WILSON COMPANY	360.00	11 SEP 89	BOOKS
008564	01058	HERITAGE OFFICE PRODUCTS, IN	977.38	11 SEP 89	FIRE FILE, COPY PAPER, REINF
008565	01059	1989 ILA/CYPD ANNUAL CONFERE	51.00	11 SEP 89	REGISTRATION -- FAGEN & WIER
008566	01060	INDIANA UNIVERSITY	105.00	11 SEP 89	BOOKS
008567	01061	INGRAM	151.58	11 SEP 89	VIDEOS
008568	01062	JOLINK LANDSCAPING	663.76	11 SEP 89	BUILD RETAINING WALL -- WHEA
008569	01063	KODAK VIDEO PROGRAMS	206.44	11 SEP 89	VIDEOS
008570	01064	THE LIBRARY STORE, INC.	21.15	11 SEP 89	PLASTIC ADHESIVE & LABEL PRO
008571	01065	LIBRARY VIDEO COMPANY	133.31	11 SEP 89	VIDEOS
008572	01066	MONROE SYSTEMS FOR BUSINESS,	452.07	11 SEP 89	COPY PAPER
008573	01067	MOOLENAAR & HUGHES	45.00	11 SEP 89	GRUB CONTROL -- WHEATFIELD
008574	01068	OOMS DISPOSAL SERVICE INC.	11.50	11 SEP 89	TRASH PICK-UP -- DEMOTTE
008575	01069	PENNINGA SALES & SERVICE	58.43	11 SEP 89	REPAIR LAWN MOWER -- DEMOTTE
008576	01070	RAINBOW BOOKS	1796.15	11 SEP 89	BOOKS, CASSETTES, & VIDEOS
008577	01071	VAN STRICKLIN	22.00	11 SEP 89	REPAIR VIDEOS
008578	01072	JILL TACHTIRIS	8.00	11 SEP 89	MILEAGE-DEMOTTE TO CROWN POI
008579	01073	TOWN & COUNTRY MUTUAL INS. C	723.00	11 SEP 89	WORKMEN'S COMPENSATION
008580	01074	WALLMANN'S	16.85	11 SEP 89	JANITORIAL SUP. -- RENSSLAER

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

11 SEP 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008581	01075	CHERYL A. WITTY	17.11	11 SEP 89	PETTY CASH -- DEMOTTE
008582	01076	WORLD BIBLE SOCIETY	3.00	11 SEP 89	REPLACE A CASSETTE
008583	01077	NIPSCO	414.47	11 SEP 89	WHEATFIELD UTILITIES
008584	01078	UNITED TELEPHONE COMPANY	78.85	11 SEP 89	WHEATFIELD TELEPHONE
008585	01079	BAKER & TAYLOR	333.75	11 SEP 89	LEASE PROGRAM -- RENSSELAER
008586	01080	GRUNKO FILMS INC.	63.90	11 SEP 89	VIDEOS
008587	01081	SECURITY COURIERS, INC.	357.50	11 SEP 89	TRANSPORT SERVICE
008588	01082	EBSO SUBSCRIPTION SERVICES	33.27	11 SEP 89	SUBSCRIPTION -- DEMOTTE
008589	01083	EVELYN OSWALD	7.20	11 SEP 89	MILEAGE FOR PROGRAM AT DEMOT
008590	01084	CONSOLIDATED INSURANCE AGENC	120.00	11 SEP 89	NOTARY BOND & FEE--DUGGLEBY,
008591	01085	DANNY GUNNELLS	181.16	11 SEP 89	MILEAGE & PROFESSIONAL MEETI
008592	01086	ROBERT SOUZA	16.40	11 SEP 89	MILEAGE TO NILBA MTG. -- 82
ADJ. ENTR	1002	DEMOTTE STATE BANK	5.00	15 AUG 89	SERVICE CHARGE FOR JULY 1989

--TOTAL AMOUNT OF CLAIMS-- 35210.72

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 35210.72. Dated 11 SEP 89.

_____	_____
_____	_____
_____	_____
_____	_____

{-----BANK BALANCES-----}

DATE {11 SEP 89}

A1 {BANK ONE CHECKING	}	B1 {	144731.84}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	102300.00}
A4 {FIRST OF AMERICA	}	B4 {	1545.11}
A5 {DEMOTTE STATE BANK	}	B5 {	1156.44}
A6 {INDIANA FEDERAL	}	B6 {	9763.62}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4092.55}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	363589.56}

CIRCULATION STATISTICS

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

AUGUST 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	38	75	11
Received	29	67	10
Outstanding	9	8	1
INTRALIBRARY LOANS			
Filled	68	14	64
REGISTRATION			
Borrowers added			
Resident	116	134	61
Non-resident	6		
fee			
Expired cards	95		
Total Registered	12011		
REFERENCE QUESTIONS			
Telephone			
Directional	44	25	55
Reference	63	114	61
In-person			
Directional	73	7	82
Reference	232	209	72
Total	412	355	270
LOCAL HISTORY			
In person	19		
Microfilms used	5		
Letters	1		

Title: Branch Librarian, Wheatfield

Qualifications: Indiana Library Certification III;
MLS preferred

Supervisory experience
Ability to work harmoniously with patrons
and other staff
Knowledge of Library routines and procedures or willingness and ability to learn them
Ability to type and perform simple arithmetic computations
Ability to work flexible schedule and become involved in local community
Ability to communicate effectively, both verbally and in writing
Ability to produce and/or perform adult and juvenile programs

Current salary range: \$20,000-25,000
12 vacation days; 1 sick day earned per month; 2 hr. medical leave earned per month

Contact: Danny Gunnells, Director
Jasper County Public Libraries
301 N. Van Rensselaer St.
Rensselaer, IN 47978
(219) 866-5881

Available: immediately

Closing date: when filled

Title: Branch Librarian, Rensselaer

Qualifications: Indiana Library Certification III;
MLS preferred

Supervisory experience
Ability to work harmoniously with patrons
and other staff
Knowledge of Library routines and proce-
dures or willingness and ability to
learn them
Ability to type and perform simple
arithmetic computations
Ability to work flexible schedule and
become involved in local community
Ability to communicate effectively,
both verbally and in writing

Current salary range: \$20,000-25,000
12 days vacation; 1 sick day earned
per month; 2 hr. medical leave
earned per month

Contact: Danny Gunnells, Director
Jasper County Public Libraries
301 N. Van Rensselaer St.
Rensselaer, IN 47978
(219) 866-5881

Available: immediately

Closing date: when filled

OCTOBER

AGENDA.....9 October 1989
Regular Monthly Meeting Rensselaer
Board of Trustees 7 P. M.
Jasper County Public Library

- 1) Call to order : fax machine demonstration
Warner Buchelt, Jacobsen's
Account Manager
- 2) Minutes
- 3) Bills/Financial Statements
 - 3.1 Bills/Payroll
 - 3.2 Financial Statements
- 4) Director's Report/Committee Reports
 - 4.1 Statistical Report
 - 4.2 Work week, full-time employees JCPL; clarification
exceptions
- 5) Unfinished Business
 - 5.1 New timesheets, effective 1/1/90; 1st pay 1/19/90
 - 5.2 October discussion of job descriptions and
exempt vs. non-exempt status
 - 5.3 Fax machines: recommendation to purchase
 - 5.4 LOM update: 10/31 visit; report at next meeting
 - 5.5 Evaluation of Director
 - 5.6 Notaries at DeMotte and Wheatfield
- 6) New Business
 - 6.1 Programing sponsorships and financial support
11/29 and grant application: \$200.00 if
application is unsuccessful
1/90 writer in schools, \$500.00 if no grant
if no grant can be found
 - 6.2 Budget hearing, 10/24/89; 11:00 A. M. Courthouse

- appeal hearing later: at Indianapolis, November
- 6.3 Reciprocal Borrowing application form
- 6.4 Branch Board meetings, this year and next

7) Miscellaneous Business

- 7.1 10/11/89 District I meeting in South Bend
- 7.2 10/27/89 Incolsa Fall meeting, Indianapolis
- 7.3 11/2/89 Basic Bookkeeping Workshop, Indianapolis
- 7.4 1/6/90-1/11 ALA Midwinter, Chicago, Illinois
Working Committee meetings, exhibits
6/23-28/90 ALA, Chicago
- 7.5 Mary Martin/Mary Duggleby, 12-5 P. M. preview and
select software, Ideal Computers, Kankakee,
Illinois, mileage reimbursement only

8) Adjournment

The Board of Trustees of the Jasper County Public Library held its regular monthly meeting in Rensselaer on 11 September 1989 at 7 P. M. The meeting was called to order by Board President Wil Doty at 7:12 P. M. with all members present except member Bob Souza. Also present were Danny Gunnells, Director; Lynn Daugherty, Assistant Director; and Cheryl Witty, Administrative Assistant.

A representative of the Grace Church of Wheatfield asked the Board to be able to continue meeting at the Wheatfield Branch indefinitely as long as there continued to be no problems resulting from this arrangement. There are no plans for the group to find or build a Church building of their own at this time. Board member Casey asked Mr. Gunnells if there seemed to be any problems resulting from the current arrangement. Mr. Gunnells mentioned only that one problem had occurred when a former Wheatfield employee had forgotten to pick up the key and it had been lost and locks on the meeting room had to be changed. Changes in arrangements for handling the key had been made and no other problems had arisen. The Board agreed to allow the group to continue meeting in the room indefinitely, as long as no problems arose, on a motion by Miriam Lawyer and a second by Marge Hohner.

The minutes were approved on a motion by Barb Leestma and a second by Wanda Stewart. The bills to be paid were approved on a motion by Marge Hohner and a second by Miriam Lawyer. Mr. Gunnells explained that he and Cheryl Witty were continuing to work on financial records for the months of January and February 1989 to get them in the approved format, accurate and current. Board member Casey asked if financial statements could not be presented in a simpler, more easily understandable format than that currently sent to the Board members. Mr. Gunnells suggested adding a page of information regarding all transactions which were not warrants written to an appropriation; that is, transactions which were of the nature of transfers rather than actual expenditures and which, as a result, led to various balances not matching from report to report. Mr. Gunnells promised to have such an information page ready for the next meeting and, if it proved useful, to incorporate it in future reports. Mr. Gunnells commented on the preliminary report received from LOM and presented it to the Board for perusal and discussion over the next few weeks. Due to personal circumstances, LOM staff were not able to have the

report in as finished a form as they had planned at this time and were not able to address the Board at tonight's meeting as planned. LOM planned to be ready to present a more finished report some time in October and to address the Board at either the October or November regular meeting. In the meantime, staff and Board members should examine the report, look for any items needed to be added, changed or expanded in the report and prepare any questions or suggestions they might have for the future meeting with LOM at the regular meeting.

A discussion regarding Fax machines occurred and a motion was made by Barb Leestma to purchase machines for the Rensselaer and DeMotte libraries. If demand warranted one would be added later at the Wheatfield library. The motion died for a lack of a second. Mr. Gunnells was to have a demonstration of a Fax machine at the next meeting and more information on their usage and the costs involved at other area libraries.

Mr. Gunnells reminded the Board of the District I meetings taking place in South Bend on 10/11/89 and asked any interested Board members to contact the Cheryl Witty by 9/22 if they wished to register and attend this meeting.

Mr. Gunnells asked permission to attend a NILART meeting in Huntington to participate in the discussions of library administrative matters and to view the new Library there and to find what the city had done with its former Carnegie main library. At the meeting he would also find out if any libraries there had Fax machines, how they were used, what charges were assessed and what costs were involved in the operation of the machines.

Chris Barton of Newsbank, Inc. gave a demonstration of the CD-Rom and microfiche newspaper article product offered by the company. Mr. Gunnells wished to demonstrate some of the new directions the Library will have to be taking in the future to ensure access to materials for local patrons. He also wanted to indicate how such expensive materials could be bought at a central location and copies of the material faxed to other branches, making it economically feasible for the Library to buy the materials. He also wanted to indicate how such new services made it possible for the Library to have information from over 500 national newspapers which it could not otherwise afford to collect itself; and how the subject access to this material also allowed usage of the material which, even if the Library could afford to purchase, process and house the material, it could not afford to produce for itself. He also mentioned that this particular product was one of many such new service products which

the Library would need to have in the future and that this type of product and service should be considered in any plans for a future expansion or new facility at Rensselaer. The Board was impressed with the product and recommended it be purchased for the Library.

There being no further business to consider the meeting was adjourned.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 06 OCT 89

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	78706.82	3684.31	369267.37	33841.35	412432.71	48549.78
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2283.62	200.00	3531.97	1012.90	4365.02	1470.72
110.02	RENSSELAER GIFT FUND	318.71	16.50	754.53	5.98	1425.78	329.23
110.03	WHEATFIELD GIFT FUND	1239.28	20.00	1823.28	.00	1485.82	1259.28
	BOND AND INTEREST						
120.01	DEMOTTE BOND AND INTEREST	9939.96	.00	10396.21	.00	3881.39	9939.96
120.02	WHEATFIELD BOND AND INTEREST	45521.16	.00	53896.16	.00	62160.37	45521.16
130	LIRF FUND	25362.24	.00	45363.59	.00	94501.35	25362.24
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	92390.74	.00	.00	.00	30000.00	92390.74
140.02	LIRF INVESTMENTS	57609.26	.00	50000.00	.00	.00	57609.26
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	50000.00	.00	50000.00	.00	.00	50000.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	30.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	60.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	30.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	157.00	.00	157.00	.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	97.77	.00	.00	-15.50	-32.78	113.27
-TOTAL ALL FUNDS-		363589.56	3920.81	585310.11	34844.73	610376.66	332665.64

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

06 OCT 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATIO BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	17075.80	12924.20
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	15551.47	152985.86	52514.14
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	789.88	6060.01	4139.99
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1436.88	14631.46	3868.54
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	733.19	1116.81
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	440.00	2335.00
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	.00	969.11	-219.11
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	22.90	1077.10
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	237.55	1890.55	1409.45
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	5.88	2561.66	1188.34
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	.00	284.81	465.19
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	-289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	33.08	4552.81	2447.19
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	269.85	1263.41	2236.59
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	500.00
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	330.00	3512.25	-512.25
3.21	TELEPHONE	6500.00	.00	6500.00	481.28	4632.17	1867.83
3.22	POSTAGE	2500.00	.00	2500.00	190.00	1568.17	931.83
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	344.40	1817.90	2182.10
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	223.62	3683.04	2316.96
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	.00	998.64	-598.64
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	1.85	998.15
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	670.00	-70.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	5215.00	1785.00
3.51	GAS	6000.00	.00	6000.00	38.69	3562.28	2437.72
3.52	ELECTRICITY	15000.00	.00	15000.00	940.22	8691.31	6308.69
3.53	WATER	500.00	.00	500.00	80.33	338.19	161.81
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	59.06	296.36	103.64
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	.00	1831.28	2668.72
3.62	EQUIPMENT	1000.00	.00	1000.00	38.00	460.18	539.82
3.72	EQUIPMENT	400.00	.00	400.00	24.90	1777.55	-1377.55
3.91	DUES	750.00	.00	750.00	.00	270.00	480.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	1068.00	5092.95	2407.05
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	563.06	-313.06
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	3067.19	11519.32	8480.68
4.51	BOOKS	95000.00	.00	95000.00	5274.56	53818.08	41181.92
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	467.60	12897.02	2102.98
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	97.25	6637.48	8962.52
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	9321.77	5484.15
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	16247.44	200.91
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	33841.35	362398.14	228464.10

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
301 N. VAN RENSSELAER STREET
RENSSELAER, IN 47978
06 OCT 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000232	1088	JULIE BRAY	555.07	15 SEP 89	PAYROLL
000233	1098	GLENDA BROWN	365.60	15 SEP 89	PAYROLL
000234	1109	MARK CASSELLO	38.36	15 SEP 89	PAYROLL
000235	1107	LYNN DAUGHERTY	639.01	15 SEP 89	PAYROLL
000236	1095	MARY DUGGLEBY	335.45	15 SEP 89	PAYROLL
000237	1089	CHARLOTTE FAGEN	428.40	15 SEP 89	PAYROLL
000238	1108	DANNY GUNNELLS	977.46	15 SEP 89	PAYROLL
000239	1099	HEIRONIMUS, CHERYL	121.63	15 SEP 89	PAYROLL
000240	1100	ROSE HOWARD	215.10	15 SEP 89	PAYROLL
000241	1101	MAIA KINGMAN	58.33	15 SEP 89	PAYROLL
000242	1102	DIANA KOOY	100.42	15 SEP 89	PAYROLL
000243	1093	JOAN KOPANDA	319.84	15 SEP 89	PAYROLL
000244	01087	MARY K. MARTIN	631.37	15 SEP 89	PAYROLL
000245	1103	RYAN MORELAND	53.42	15 SEP 89	PAYROLL
000246	1110	KRISTIN MORIARTY	55.87	15 SEP 89	PAYROLL
000247	1111	ERICA MURRAY	35.41	15 SEP 89	PAYROLL
000248	1096	KATHLEEN PADGITT	336.78	15 SEP 89	PAYROLL
000249	1097	BONNIE POWELL	262.68	15 SEP 89	PAYROLL
000250	1090	SHARON SCHULENBERG	395.48	15 SEP 89	PAYROLL
000251	1104	EILEEN SPURGEON	73.99	15 SEP 89	PAYROLL
000252	1091	JILL TACHTIRIS	318.81	15 SEP 89	PAYROLL
000253	1105	ELIZABETH THONE	83.09	15 SEP 89	PAYROLL
000254	1094	DIANE WIERS	311.44	15 SEP 89	PAYROLL
000255	1092	CHERYL WITTY	447.78	15 SEP 89	PAYROLL
000256	1106	DANIEL L. WITTY	182.03	15 SEP 89	PAYROLL
000257	1116	JULIE BRAY	555.07	29 SEP 89	PAYROLL
000258	1126	GLENDA BROWN	365.60	29 SEP 89	PAYROLL
000259	1137	MARK CASSELLO	43.63	29 SEP 89	PAYROLL
000260	1135	LYNN DAUGHERTY	639.01	29 SEP 89	PAYROLL
000261	1123	MARY DUGGLEBY	335.45	29 SEP 89	PAYROLL
000262	1117	CHARLOTTE FAGEN	428.40	29 SEP 89	PAYROLL
000263	1136	DANNY GUNNELLS	977.46	29 SEP 89	PAYROLL
000264	1127	HEIRONIMUS, CHERYL	60.86	29 SEP 89	PAYROLL
000265	1128	ROSE HOWARD	198.84	29 SEP 89	PAYROLL
000266	1129	MAIA KINGMAN	65.67	29 SEP 89	PAYROLL
000267	1130	DIANA KOOY	125.84	29 SEP 89	PAYROLL
000268	1121	JOAN KOPANDA	263.59	29 SEP 89	PAYROLL
000269	01115	MARY K. MARTIN	631.37	29 SEP 89	PAYROLL
000270	1131	RYAN MORELAND	55.87	29 SEP 89	PAYROLL
000271	1138	KRISTIN MORIARTY	48.52	29 SEP 89	PAYROLL
000272	1139	ERICA MURRAY	58.33	29 SEP 89	PAYROLL
000273	1124	KATHLEEN PADGITT	336.78	29 SEP 89	PAYROLL
000274	1125	BONNIE POWELL	262.68	29 SEP 89	PAYROLL
000275	1118	SHARON SCHULENBERG	395.48	29 SEP 89	PAYROLL
000276	1132	EILEEN SPURGEON	73.99	29 SEP 89	PAYROLL
000277	1119	JILL TACHTIRIS	318.81	29 SEP 89	PAYROLL
000278	1133	ELIZABETH THONE	83.09	29 SEP 89	PAYROLL
000279	1122	DIANE WIERS	311.44	29 SEP 89	PAYROLL

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 06 OCT 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000280	1120	CHERYL WITTY	447.78	29 SEP 89	PAYROLL
000281	1134	DANIEL L. WITTY	69.97	29 SEP 89	PAYROLL
008593	1112	INDIANA DEFERRED COMPENSATIO	115.00	15 SEP 89	WITHHELD FROM 15 SEP 89 PAYR
008594	01113	NATIONAL BOND & TRUST COMPAN	61.33	15 SEP 89	WITHHELD FROM 15 SEP 89 PAYR
008595	01114	BANK ONE	2480.62	15 SEP 89	FICA & FED TAX WITHHELD 15 S
008596	1140	INDIANA DEFERRED COMPENSATIO	115.00	29 SEP 89	WITHHELD 29 SEP 89 PAYROLL
008597	01141	NATIONAL BOND & TRUST COMPAN	61.33	29 SEP 89	WITHHELD 29 SEP 89 PAYROLL
008598	01142	BANK ONE	2437.27	29 SEP 89	FICA & FED TAXES WITHHELD 29
008599	01143	IND. DEPARTMENT OF REVENUE	787.49	29 SEP 89	STATE AND COUNTY TAXES, SEP
008600	01144	DISTRICT I, ILA/ILTA	118.00	29 SEP 89	DISTRICT MEETING 11 OCT 89
008602	01145	CITY OF RENSSELAER	369.27	09 OCT 89	RENSSELAER UTILITIES
008603	01146	NIPSCO	353.74	09 OCT 89	DEMOTTE UTILITIES
008604	01147	NORTHWESTERN INDIANA TELEPHO	122.37	09 OCT 89	DEMOTTE TELEPHONE
008605	01148	UNITED TELEPHONE COMPANY	283.33	09 OCT 89	RENSSELAER TELEPHONE
008606	01149	ALFAX WHOLESALE FURNITURE	1012.90	09 OCT 89	ANNOUNCEMENT BOARD FOR DEMOT
008607	01150	BAKER & TAYLOR	305.34	09 OCT 89	BOOKS
008608	01151	BAKER & TAYLOR	4275.18	09 OCT 89	BOOKS & VIDEOS
008609	01153	JULIE BRAY	9.00	09 OCT 89	MILEAGE TO PLAN SUMMER PROGR
008610	01156	DEMCO	81.97	09 OCT 89	BOOK REPAIR SUPPLIES
008611	01157	LYNN DAUGHERTY	84.02	09 OCT 89	MILEAGE, OFFICE SUPPLIES, BO
008612	01158	WILBUR DOTY	8.00	09 OCT 89	MILEAGE TO NILBA MTG. - CROW
008613	01159	FACTS ON FILE, INC.	55.33	09 OCT 89	BOOKS
008614	01160	CHARLOTTE FAGEN	56.00	09 OCT 89	MILEAGE
008615	01161	DAN FAGEN	15.00	09 OCT 89	MOWING -- DEMOTTE
008616	01162	GALE RESEARCH INC.	70.35	09 OCT 89	BOOKS
008617	01163	HARVEY'S	30.98	09 OCT 89	LT. BULBS, BATTERIES, ALBUM
008618	01164	HERITAGE OFFICE PRODUCTS, IN	4612.09	09 OCT 89	OFFICE SUPPLIES -- \$233.55
008619	01165	INGRAM	47.15	09 OCT 89	VIDEOS
008620	01166	LEISURE ARTS/RIVERWOOD PRESS	14.90	09 OCT 89	BOOKS
008621	01167	MIRIAM LAWYER	22.00	09 OCT 89	MILEAGE TO NILBA MTG. - LA P
008622	01168	BARBARA LEESTMA	8.00	09 OCT 89	MILEAGE TO NILBA MTG. - CROW
008623	01169	MARSHALL CAVENDISH CORPORATI	107.70	09 OCT 89	BOOKS
008624	01170	MARY K. MARTIN	29.00	09 OCT 89	MILEAGE
008625	01171	OOMS DISPOSAL SERVICE INC.	11.50	09 OCT 89	TRASH PICK-UP -- DEMOTTE
008626	01172	PERMA-BOUND	173.79	09 OCT 89	BOOKS
008627	01173	POLITICAL RESEARCH, INC.	317.50	09 OCT 89	ENC. OF WORLD GOVERNMENTS SU
008628	01174	RAINBOW BOOKS	9.48	09 OCT 89	RECORDING
008629	01175	POSTMASTER GENERAL	190.00	09 OCT 89	POSTAGE
008630	01176	RENSSELAER READMORE	39.15	09 OCT 89	NEWSPAPERS -- RENSSSELAER
008631	01177	NATIONAL GEOGRAPHIC SOCIETY	11.50	09 OCT 89	BOOKS
008632	01178	VAN STRICKLIN	38.00	09 OCT 89	REPAIR TAPE & MACHINE
008633	01179	SELECT PUBLICATIONS	52.97	09 OCT 89	BOOKS
008634	01181	TEETERS CULLIGAN	44.70	09 OCT 89	COOLER RENTAL - R&W & WATER
008635	01182	DANNY GUNNELLS	244.02	09 OCT 89	MILEAGE & PROFESSIONAL MEETI
008636	01183	WALLMANN'S	7.98	09 OCT 89	LIBRARY SUPPLIES
008637	01184	ZOOBOOKS	11.95	09 OCT 89	SUBSCRIPTION -- DEMOTTE
008638	01185	THE WALL STREET JOURNAL	99.00	09 OCT 89	SUBSCRIPTION -- RENSSSELAER
008639	01186	CHERYL WITTY	10.80	09 OCT 89	MILEAGE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

06 OCT 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008640	01187	NIPSCO	375.49	09 OCT 89	WHEATFIELD UTILITIES
008641	01188	UNITED TELEPHONE COMPANY	75.58	09 OCT 89	WHEATFIELD TELEPHONE
008642	01189	SECURITY COURIERS, INC.	330.00	09 OCT 89	TRANSPORT BETWEEN BRANCHES
008643	01190	AMY GARZA	20.00	09 OCT 89	MILEAGE FOR PRESENTATION AT
008644	01191	SILVER BURDETT PRESS	57.23	09 OCT 89	BOOKS
008645	01192	CHILDRENS PRESS	65.08	09 OCT 89	BOOKS
008646	01193	INCOLSA	13.00	09 OCT 89	MEETING ON 10/27/89

--TOTAL AMOUNT OF CLAIMS-- 34844.73

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 34844.73. Dated 09 OCT 89.

_____	_____
_____	_____
_____	_____
_____	_____

RECEIPT BREAKDOWN FOR
OCTOBER 09, 1989

FINES..... 798.73

DeMotte	241.19
Rensselaer	358.36
Wheatfield	199.18

PHOTOCOPIES..... 504.32

DeMotte	188.47
Rensselaer	179.30
Wheatfield	136.55

CARDS..... 6.50

DeMotte	2.50
Rensselaer	2.50
Wheatfield	1.50

INTEREST..... 2355.26

GIFT FUNDS..... 236.50

DeMotte	200.00
Rensselaer	16.50
Wheatfield	20.00

REFUND FROM WIL DOTY FOR WIFE'S MEAL AT NILBA..... 19.50

TOTAL AMOUNT OF RECEIPTS..... 3920.81

{-----BANK BALANCES-----}

DATE {06 OCT 89}

A1 {BANK ONE CHECKING	}	B1 {	110613.00}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	104626.76}
A4 {FIRST OF AMERICA	}	B4 {	1759.57}
A5 {DEMOTTE STATE BANK	}	B5 {	1789.14}
A6 {INDIANA FEDERAL	}	B6 {	9763.62}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4113.55}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}

TOTAL		B10{	332665.64}

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

SEPTEMBER 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	59	71	4
Received	41	58	4
Outstanding	18	13	0
INTRALIBRARY LOANS			
Filled	63	32	82
REGISTRATION			
Borrowers added			
Resident	49	38	24
Non-resident	5		
fee			
Expired cards	69		
Total Registered	12058		
REFERENCE QUESTIONS			
Telephone			
Directional	43	35	39
Reference	79	114	101
In-person			
Directional	15	26	68
Reference	285	304	140
Total	422	479	348
LOCAL HISTORY			
In person	8		
Microfilms used	2		
Letters	3		

[illegible]

To: Board of Trustees
Re: Fax machines
From: Danny Gunnells, Director

This question may be seen as whether or not to spend approximately \$1,500 per machine for three Fax machines to link our three locations with each other and with other machines located around the state, across the country, and throughout the world. In addition, costs of supplies, phone costs and staff time operating the machines might seem also to be a further cost involved. Should the Library System take this new step and make this financial outlay at this time? What does this mean for Jasper County Public Library and what all is actually involved?

To best put this question in perspective I might draw a number of parallels by saying that a few years ago libraries were asking this same question about whether or not to enter the videotape business; a few years before that libraries were debating over whether or not to bring copy machines into the library; six public libraries in Indiana are still debating over a still older question about technology in the Library, because they still claim, in response to prodding from the State Library to install this updated technology, that a telephone is a needless and extravagant expense of funds for a public library; and another point of contention in many libraries across the country is whether or not to purchase library vehicles or continue to pay mileage or rental costs for legitimate library uses of vehicles. This question is not new and it is never settled because it keeps coming up in a new form: what is the library's mission and how is it best and most economically carried out.

These parallels indicate that fax machines are another in a series of technological changes working its way through our society and which at some time will be worked into the fabric of public library service as well. And the issue then becomes whether or not now is the right time and whether the cost involved is worth the benefit received.

Many libraries across the state now have fax machines and they have basically two types of uses in libraries: public use and in-house use. Kendallville Public Library has a fax machine mainly for public or patron usage and charges \$2.00 per page to send or receive documents. Costs to the Library are approximately \$40.00 per month and in

August the Library did about \$200.00 worth of business, mainly for lawyers, realtors, and bankers in town. The Library has only one small branch and uses the machine very infrequently to send information within the Library system. Plymouth Public Library does not allow public use of their fax machines; but, though this Library has no branches, uses the machine heavily for sending information to other libraries, in particular inter-library loan requests to Mishawaka, headquarters of their ALSA district and a participant in the computer network to which Plymouth Public Library belongs. Using the fax, by allowing them to collect and batch requests and by less time spent and fewer number of calls sent out, has actually reduced their inter-library loan costs. Fax machines actually change the way libraries do things; thus making precise cost comparisons between the old way and the new fax way is difficult; though fax, being faster and more accurate and resulting in higher output per time on phone lines, can be less expensive, if planned and used correctly. Since meeting with the Board last month I have asked staff to report on requests for fax machines and we have had inquiries at all three locations, with inquiries at Wheatfield originating from the DeMotte area.

Lake County Public Library uses fax machines to send information between all its twenty-some locations and also allows public usage of the machines, though patrons must prepay or open an account at the Reference desk to avail themselves of the service and the machine is actually housed in the periodicals area of the library away from the public areas. Allen County Public Library, however, has its machine in an open public area and encourages patrons to watch the machine as it works. Lake County charges district patrons a \$3.00 basic fee plus 15 cents per page; it charges out of district patrons a \$4.00 fee plus 25 cents per page. Allen County charges \$2.00 per page to send or receive.

If Jasper County were to purchase such machines now we could begin using the machines for our own intra-library and inter-library loan transactions to NIALSA and almost certainly reduce our costs by batching requests and reducing the amount of time spent on phone lines. Also, patrons are beginning to ask for the service which it seems we are certainly going to have to have in the future, even as we now have telephones, copiers and videos. By purchasing now we would have time to learn to use and operate the machines before the volume becomes very heavy. Also, costs have come down dramatically over the last several years and even the last several months; instead of lowering costs further the trend seems to be to include additional desirable features. So we can now buy an adequate machine for a reasonable price.

For several reasons, then, now seems the time to buy

a machine. And, though exact costs and results can not be known until we choose a particular machine and learn to use it, introducing the machines will certainly increase efficiency and thus decrease daily costs with a moderate capital outlay initially and reasonable ongoing costs of supplies and phone lines. Staff time will most likely be made more efficient in the areas of interlibrary and intralibrary loan transactions, so staff cost will, if our pattern follows that of other libraries, actually be lower for the transactions which we use the machine to perform.

Therefore, I suggest we buy three model F0-510 machines from Jacobsen's as offered at \$1595 per machine. I also suggest we adopt a fee structure similar to that of Lake County's two-tiered public usage basic fee plus a cost-per-additional page, one tier for in-district patrons and a second, higher tier for out-of-district patrons. I also suggest these fees be evaluated, along with the entire fax program, in six months and adjusted as necessary. I will request a motion to adopt this recommendation after the demonstration for machines by Chuck Lindstrom of Jacobsen's at the Board meeting 10/9/89.

From: Danny Gunnells

to: Board of Trustees

Re: Financial report by Fund and Appropriation Report:
explanation of difference between balances in
operating fund and operating disbursements

Appropriations Report:

Report of transactions for which there is an expenditure; that is, an item for which a warrant is issued; these transactions are numbered 1.11 through 4.65. This total includes only items for which the Board has allotted an appropriation through the regular budget process and for which an expenditure of this appropriated amount has been approved and made. Current disbursements total through 10/3/89: \$361,461.76.

Financial Report by Fund:

Report of all transactions including operating expenditures and also purchase of investments, transfers to or between (borrowing from) funds, finance charges or service fees (if applicable), etc. Warrants may or may not be issued. An appropriation may or may not be involved. Any fund may be involved, not just the operating fund. Funds may or may not be actually expended. A transaction may take place simply for accounting or statutory reasons. Items numbered 100-400 or 500-600. Current operating disbursement total through 10/3/89: \$411,496.33

Operating Fund disparity ($\$411,496.33 - \$361,461.76 = \$50,034.57$) as of 3 October 1989 was largely explained in memo included in July Board packet about three transactions totalling \$50,019.73, all transactions in the 600 category. Since that time three \$5.00 service charges were levied against the DeMotte State Bank account for a total of \$15.00 leading to the new total ($\$50,019.73 + \$15.00 = \$50,034.73$). These six transactions occur outside any appropriation, involving borrowings or transfers or payment of unappropriated or unanticipated fees. No warrants are issued for them if they are only accounting transactions; if funds are actually transferred in fact as well as on paper (i. e., from bank to bank) then a warrant must be issued through not charged to an appropriation, since none is available for such transactions. This transaction must be posted somewhere so it is posted to a 500 or 600 category and listed in the appropriate fund. These such transactions are made to ensure

cash flow, to keep track of movement of funds or to satisfy statutory requirements and are not necessarily part of our appropriated budget, most often because no expenditure of money is made or is necessary. It is my own budgeting and financial philosophy to avoid these transactions if at all possible by planning and arranging financial matters so that transfers, borrowing across funds and finance charges are avoided.

A less detailed financial report form may be produced in place of existing computer generated ones, if the Board wishes. A sample of such a form is attached. The detailed computer generated forms suit the needs of the business office very well so we will retain it for our own needs in the office, unless the Board wishes otherwise.

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for October 9, 1989

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	171097.56	3684.31	33841.35	140940.52
Gift Funds				
DeMotte	2283.62	200.00	1012.90	1470.72
Rensselaer	318.71	16.50	5.98	329.23
Wheatfield	1239.28	20.00	0.00	1259.28
Bond and Interest Funds				
DeMotte	9939.96	0.00	0.00	9939.96
Wheatfield	95521.16	0.00	0.00	95521.16
LIRF Fund	82971.50	0.00	0.00	82971.50
Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
Reserve for Insurance	97.77	0.00	-15.50	113.27
TOTAL ALL FUNDS	363589.56	3920.81	34844.73	332665.64

AGENDA.....13 November 1989
Regular Monthly Meeting DeMotte Library
Board of Trustees 7 P. M.
Jasper County Public Library

- 1) Call to order
- 2) Minutes
- 3) Bills/Financial Statements
 - 3.1 Bills/Payroll
 - 3.2 Financial Statements
- 4) Director's Report/Committee Reports
 - 4.1 Statistical Report
- 5) Unfinished Business
 - 5.1 LOM presentation
 - 5.2 Job interviews for Rensselaer & Wheatfield Branch Librarians
 - 5.3 Local budget hearing & "cuts"
 - 5.4 Appeal hearing in Indianapolis: reinstatements
 - 5.5 PERF letter: option 1: explanation
option 2: explanation
need for resolution at 12/11/89
regular Board meeting
 - 5.6 Job descriptions and reorganization: 1/12/90 as first pay, rather than 1/19/89
policy manual revisions recommendations to follow
 - 5.7 Grant success for 11/29/89
- 6) New Business: NIALSA Workshop, 11/15, Daugherty/
Tachtiris
NILART, Plymouth, 11/15, Gunnells
NILBA, Chesterton, 11/29, Board Members,
Director
- 7) Miscellaneous Business
- 8) Adjournment

The regular monthly meeting of the Jasper County Public Library Board of Trustess was called to order at the Rensselaer Library at 7 P. M. on 9 October 1989 by Board President Wil Doty. All members were present except for member Bob Souza. Also present were Danny Gunnells, Director and Cheryl Witty Administrative Assistant.

Chuck Lindstrom of Jacobsen's, Inc. of Merrillville, In. gave a demonstration of two models of facsimile machines and answered questions.

After Mr. Lindstrom's demonstration, the minutes were approved on a motion by Hohner and a second by Stewart. The monthly bills, payrolls and financial statements were examined and approved on a motion by Lawyer and a second by Stewart.

Mr. Gunnells commented on the monthly statistical report and asked for a clarification regarding the expected full-time work week for the Jasper County Public Library. He explained that the policy manual seemed to say that a 40hr. work week was intended but did not explicitly state this. After brief discussion, the consensus was that the Library was indeed to operate under a work week of 40hr as full-time. Mr. Gunnells mentioned that he wanted this clarified in light of the current examination of all job descriptions, job classifications and the policy manual so that this information could be included in the revised versions of all these; and so that he could be consistent and uniform in his evaluations of these items.

Mr. Gunnells presented a new timesheet to go into effect with the movement to a two-week payroll effective 1/1/90 and with the first paydate set for 1/19/90.

Mr. Gunnells mentioned that he would be spending the month of October largely in discussions with each employee about job descriptions and in determination, on the basis of what each employee actually does, whether or not each position is exempt or non-exempt under Fair Labor Standard Act guidelines.

Mr. Gunnells presented a recommendation to purchase three fax machines from Jacobsen's and to install one at each of the three locations along with dedicated phone lines to transmit messages within the Library System itself and to transmit messages outside the System as well. After some discussion, the motion was made by member Lawyer to purchase a FO-550 unit for installation at the Rensselaer Library and two FO-510 units for installation at DeMotte and Wheatfield respectively. Prices and costs were per the pro-

posal made to the Library in writing by Chuck Lindstrom (FO-550 @ \$1825 and FO-510 @ \$1625 each, including installation and training sessions and service contracts through 12/31/90); fees for public use were per the recommendation made by Mr. Gunnells. The motion was seconded by member Leestma and passed unanimously.

Mr. Gunnells stated that LOM would be at the next Board meeting to present a draft of its feasibility study for the Board and drew attention to the first draft submitted to the Board for its perusal and comment. LOM is also tentatively scheduled to visit the Library in Rensselaer on 10/31/89 for further consultation and revision of the document.

First drafts of the evaluations of Mr. Gunnells and former director Cathy Salyers were presented by the evaluation committee. Member Casey stated that she would have the drafts retyped and sent to the Library for inclusion in respective personnel files. The Board held a brief executive session to discuss the matter, asking Mr. Gunnells and Ms. Witty to leave, then reconvened to congratulate Mr. Gunnells on his first six-months at the Library. Member Leestma spoke for the group in presenting the evaluation to Mr. Gunnells and asked him if a copy of his self-evaluation might be included in his personnel file with the Board's formal evaluation. Mr. Gunnells expressed his thanks to the Board and agreed to have a copy of his self-evaluation placed in his file.

Mr. Gunnells stated that Mary Duggleby and Joan Kopanda were now notaries at the Wheatfield and De Motte libraries respectively.

Under new business, Mr. Gunnells explained that he had worked with Bob Souza and the Rensselaer Community Schools on a grant proposal to bring George Schricker to perform at both the Library in Rensselaer and the Schools. Mr. Gunnells asked the Board to fund this program in the amount of \$200 should this application be denied. A motion was made by member Casey to fund this program and this was seconded by Miriam Lawyer. Mr. Gunnells also asked that money appropriated in the 1990 budget be used to cosponsor a writer in the schools program if no grant monies could be found for this program in the amount of \$500. There was no objection to this since monies were available in the new budget, but the Board agreed to wait until nearer the program time to make a decision and also suggested that similar projects be funded at the Wheatfield and DeMotte libraries out of monies

of this kind in the budget.

Mr. Gunnells mentioned that the local budget hearing would be held at the Court House on 10/24/89 at 11:00 A. M. and invited all members to attend. Particularly useful would be attendance by the President and Treasurer of the Board, since this would be a consideration of the budget for next year. He also indicated that a second hearing regarding the budget appeal initiated as part of the budget process earlier would be scheduled in Indianapolis after this hearing and most likely before the Thanksgiving holiday. All Board members are encouraged to attend this meeting as well at which the Library would plead its case for additional funds allowed by law on this appeal basis.

Mr. Gunnells presented the annual reciprocal borrowing transaction report and a request for reimbursement from the State Library. He noted the concentration of our borrowings by members of library districts in north Newton County and gave a graph displaying the increase in these borrowings over the last few years. The request for reimbursement was signed by Mr. Gunnells and Board President Mr. Doty for sending to the State Library.

Mr. Gunnells reminded the Board that the by-laws stated that one meeting each year would be held at the Wheatfield Library and one meeting each year would be held at the De Motte library. He stated that member Mrs. Hohner had expressed interest in having a meeting at Wheatfield. He recommended that the meeting next month be held at one of the two libraries and that the meeting in January 1990 be held at the other. He suggested that the December meeting be held in Rensselaer since that is the location where all financial records are kept and that the December meeting would be one which should draw heavily on these records since it was the last meeting of the year and final balances and transfers and encumbrances would need to be made at the meeting. The Board decided to meet in De Motte in November and at Wheatfield in January and Mr. Gunnells stated that he and Ms. Witty would make that the necessary notices of the movement of these two meetings would be sent to the media so that the public would be informed of these changes.

Mr. Gunnells presented notice of four meetings at which Library staff would need to be present during the next month and explained the nature of each of them. He also announced the dates of the ALA midwinter meeting in Chicago January 1990 and also the summer meeting in Chicago in June of 1990, encouraging the Board to attend each of them. He was directed to make reservations for the summer meeting as soon as the official forms for reservations were available in the January issue

of American Libraries magazine.

Mr. Gunnells mentioned that due to problems with renewing a contract with their actuaries no quotation from PERF regarding the Library's participation in the program was available at this time but would be sent to him as soon as the information was available. In the meantime a letter from PERF was sent to be used at appeal hearings if the information was not available in time for the hearing in Indianapolis.

There being no further matters for consideration the meeting was adjourned on a motion by member Casey and a second by member Lawyer at 9:30 P. M.

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

10 NOV 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATIO BALANCE
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	19867.46	10132.54
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	15566.86	168552.72	36947.28
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	700.88	6760.89	3439.11
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1431.38	16062.84	2437.16
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	323.41	1056.60	793.40
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	437.23	877.23	1897.77
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00
2.11	OFFICIAL RECORDS	750.00	.00	750.00	10.88	979.99	-229.99
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	377.50	400.40	699.60
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	238.40	2128.95	1171.05
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	203.04	2764.70	985.30
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	16.08	300.89	449.11
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	1411.26	5964.07	1035.93
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	1263.41	2236.59
3.11	CONSULTING SERVICES	500.00	.00	500.00	662.50	662.50	-162.50
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	3869.75	-869.75
3.21	TELEPHONE	6500.00	.00	6500.00	512.38	5144.55	1355.45
3.22	POSTAGE	2500.00	.00	2500.00	190.00	1758.17	741.83
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	432.10	2250.00	1750.00
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	49.39	3732.43	2267.57
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	452.20	1450.84	-1050.84
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	1.85	998.15
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	670.00	-70.00
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	5215.00	1785.00
3.51	GAS	6000.00	.00	6000.00	141.15	3703.43	2296.57
3.52	ELECTRICITY	15000.00	.00	15000.00	709.43	9400.74	5599.26
3.53	WATER	500.00	.00	500.00	35.73	373.92	126.08
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	17.66	314.02	85.98
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	492.34	2323.62	2176.38
3.62	EQUIPMENT	1000.00	.00	1000.00	113.32	573.50	426.50
3.72	EQUIPMENT	400.00	.00	400.00	49.80	1827.35	-1427.35
3.91	DUES	750.00	.00	750.00	550.00	820.00	-70.00
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	473.00	5565.95	1934.05
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	392.87	955.93	-705.93
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	5826.39	17345.71	2654.29
4.51	BOOKS	95000.00	.00	95000.00	6632.90	60450.98	34549.02
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	264.95	13161.97	1838.03
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	705.03	7342.51	8257.49
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	9321.77	5484.15
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	16247.44	200.91
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63
	-TOTAL-	590862.24	.00	590862.24	42569.22	404967.36	185894.88

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for NOVEMBER 13, 1989

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	140940.52	83835.27	42569.22	182206.57
 Gift Funds				
DeMotte	1470.72	1012.90	23.66	2459.96
Rensselaer	329.23	73.20	58.60	343.83
Wheatfield	1259.28	45.00	23.66	1280.62
 Bond and Interest Funds				
DeMotte	9939.96	0.00	0.00	9939.96
Wheatfield	95521.16	0.00	3000.00	92521.16
 RF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reserve for Insurance	113.27	0.00	113.27	0.00
 TOTAL ALL FUNDS	332665.64	84966.37	45788.41	371843.60

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 NOV 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000282	1195	JULIE BRAY	555.07	13 OCT 89	PAYROLL
000283	1205	GLENDIA BROWN	365.60	13 OCT 89	PAYROLL
000284	1216	MARK CASSELLO	53.42	13 OCT 89	PAYROLL
000285	1214	LYNN DAUGHERTY	639.01	13 OCT 89	PAYROLL
000286	1202	MARY DUGGLEBY	335.45	13 OCT 89	PAYROLL
000287	1196	CHARLOTTE FAGEN	428.40	13 OCT 89	PAYROLL
000288	1215	DANNY GUNNELLS	977.46	13 OCT 89	PAYROLL
000289	1206	HEIRONIMUS, CHERYL	57.90	13 OCT 89	PAYROLL
000290	1207	ROSE HOWARD	198.84	13 OCT 89	PAYROLL
000291	1208	MAIA KINGMAN	80.34	13 OCT 89	PAYROLL
000292	1209	DIANA KOBY	127.57	13 OCT 89	PAYROLL
000293	1200	JOAN KOPANDA	263.59	13 OCT 89	PAYROLL
000294	01194	MARY K. MARTIN	631.37	13 OCT 89	PAYROLL
000295	1210	RYAN MORELAND	80.34	13 OCT 89	PAYROLL
000296	1217	KRISTIN MORIARTY	60.76	13 OCT 89	PAYROLL
000297	1218	ERICA MURRAY	50.97	13 OCT 89	PAYROLL
000298	1203	KATHLEEN PADGITT	336.78	13 OCT 89	PAYROLL
000299	1204	BONNIE POWELL	262.68	13 OCT 89	PAYROLL
000300	1197	SHARON SCHULENBERG	395.48	13 OCT 89	PAYROLL
000301	1211	EILEEN SPURGEON	73.99	13 OCT 89	PAYROLL
000302	1198	JILL TACHTIRIS	318.81	13 OCT 89	PAYROLL
000303	1212	ELIZABETH THONE	79.57	13 OCT 89	PAYROLL
000304	1201	DIANE WIERS	311.44	13 OCT 89	PAYROLL
000305	1199	CHERYL WITTY	447.78	13 OCT 89	PAYROLL
000306	1213	DANIEL L. WITTY	93.82	13 OCT 89	PAYROLL
000307	1224	JULIE BRAY	555.07	31 OCT 89	PAYROLL
000308	1234	GLENDIA BROWN	365.60	31 OCT 89	PAYROLL
000309	1245	MARK CASSELLO	53.42	31 OCT 89	PAYROLL
000310	1243	LYNN DAUGHERTY	639.01	31 OCT 89	PAYROLL
000311	1231	MARY DUGGLEBY	335.45	31 OCT 89	PAYROLL
000312	1225	CHARLOTTE FAGEN	428.40	31 OCT 89	PAYROLL
000313	1244	DANNY GUNNELLS	977.46	31 OCT 89	PAYROLL
000314	1235	HEIRONIMUS, CHERYL	52.00	31 OCT 89	PAYROLL
000315	1236	ROSE HOWARD	198.84	31 OCT 89	PAYROLL
000316	1237	MAIA KINGMAN	80.34	31 OCT 89	PAYROLL
000317	1238	DIANA KOBY	129.31	31 OCT 89	PAYROLL
000318	1229	JOAN KOPANDA	263.59	31 OCT 89	PAYROLL
000319	01223	MARY K. MARTIN	631.37	31 OCT 89	PAYROLL
000320	1239	RYAN MORELAND	55.87	31 OCT 89	PAYROLL
000321	1246	KRISTIN MORIARTY	73.01	31 OCT 89	PAYROLL
000322	1247	ERICA MURRAY	38.36	31 OCT 89	PAYROLL
000323	1232	KATHLEEN PADGITT	336.78	31 OCT 89	PAYROLL
000324	1233	BONNIE POWELL	262.68	31 OCT 89	PAYROLL
000325	1226	SHARON SCHULENBERG	395.48	31 OCT 89	PAYROLL
000326	1240	EILEEN SPURGEON	73.99	31 OCT 89	PAYROLL
000327	1227	JILL TACHTIRIS	318.81	31 OCT 89	PAYROLL
000328	1241	ELIZABETH THONE	72.52	31 OCT 89	PAYROLL
000329	1230	DIANE WIERS	311.44	31 OCT 89	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 NOV 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000330	1228	CHERYL WITTY	447.78	31 OCT 89	PAYROLL
000331	1242	DANIEL L. WITTY	99.71	31 OCT 89	PAYROLL
008648	01220	INDIANA DEFERRED COMPENSATIO	115.00	13 OCT 89	WITHHELD 13 OCT 89 PAYROLL
008649	01221	NATIONAL BOND & TRUST COMPAN	61.33	13 OCT 89	BONDS PURCHASED 13 OCT 89 PA
008650	1219	BANK ONE	2463.07	13 OCT 89	FICA AND FED TAXES PAYROLL 1
008651	1248	INDIANA DEFERRED COMPENSATIO	115.00	31 OCT 89	WITHHELD FROM 31 OCT 89 PAYR
008652	01249	NATIONAL BOND & TRUST COMPAN	61.33	31 OCT 89	WITHHELD FROM 31 OCT 89 PAYR
008653	01250	BANK ONE	2452.87	31 OCT 89	FICA & FED TAXES WITHHELD 31
008654	01251	IND. DEPARTMENT OF REVENUE	783.95	31 OCT 89	STATE & COUNTY TAX WITHHELD
008655	01252	INDIANA DEPT. OF EMPLOYMENT	323.41	31 OCT 89	QUARTERLY CONTRIBUTION
008656	01254	CITY OF RENSSELAER	230.91	13 NOV 89	RENSSELAER UTILITIES
008657	01255	NIPSCO	264.98	13 NOV 89	DEMOTTE UTILITIES
008658	01256	NIPSCO	385.43	13 NOV 89	WHEATFIELD UTILITIES
008659	01257	NORTHWESTERN INDIANA TELEPHO	267.57	13 NOV 89	DEM. TELEPHONE & INSTALL DED
008660	01258	A AND R NEWS AGENCY	9.95	13 NOV 89	CHICAGO TRIBUNE -- RENSSELAE
008661	01259	AMERICAN LIBRARY ASSOCIATION	550.00	13 NOV 89	MEMBERSHIP RENEWAL
008662	01260	ASSOCIATED LIBRARIES, INC.	28.12	13 NOV 89	BOOKS
008663	01261	BAKER & TAYLOR	184.63	13 NOV 89	BOOKS
008664	01262	BAKER & TAYLOR	1624.50	13 NOV 89	BOOKS & VIDEO
008665	01263	BAKER & TAYLOR	1468.50	13 NOV 89	BOOKS
008666	01264	BANK ONE, INDIANAPOLIS, NA	3000.00	13 NOV 89	ANNUAL REGISTRAR & PAYING AG
008667	01265	JULIE BRAY	8.80	13 NOV 89	MILEAGE
008668	01266	BRODART CO.	1271.80	13 NOV 89	SYSDAC TAPE & SYSDAC CARDS
008669	01267	CAHNERS PUBLISHING COMPANY	452.20	13 NOV 89	ADS FOR RENS & WHEAT LIBRARI
008670	01268	CAMPBELL PRINTING COMPANY	377.50	13 NOV 89	STATIONERY
008671	01269	CHILDREN'S BOOK COUNCIL	63.83	13 NOV 89	BOOKMARKS-D, BOOKMARKS & POS
008672	01270	CHILDRENS PRESS	103.73	13 NOV 89	BOOKS
008673	01271	LYNN DAUGHERTY	126.47	13 NOV 89	MILEAGE, BOOKS, SUPPLIES, RE
008674	01273	DAVIDSON TITLES INC.	66.96	13 NOV 89	BOOKS
008675	01274	DEHAAN ROOFING, INC.	45.00	13 NOV 89	REPAIRS AT DEMOTTE
008676	01275	DEMCO	199.99	13 NOV 89	OFFICE & PROCESSING SUPPLIES
008677	01276	DAVID DEVRIES	60.00	13 NOV 89	INSTALL SIGN & REPAIRS AT DE
008678	01277	EDUCATORS PROGRESS SERVICE,	21.90	13 NOV 89	BOOKS
008679	01278	DEBRA EISERT	275.00	13 NOV 89	INTERVIEWING EXPENSE
008680	01279	DAN FAGEN	55.00	13 NOV 89	MOWING & RAKING LEAVES AT DE
008681	01280	FAGEN PHARMACY	19.99	13 NOV 89	FILM FOR CHILRENS ROOM -- RE
008682	01281	FRANK B. HALL CONSULTING CO.	566.00	13 NOV 89	MED INSURANCE FOR PADGITT &
008683	01282	GROLIER EDUCATIONAL CORP.	360.00	13 NOV 89	BOOKS
008684	01283	DANNY GUNNELLS	473.73	13 NOV 89	MILEAGE, CONF., INTERVIEW EX
008685	01284	H. W. WILSON COMPANY	195.00	13 NOV 89	SUBSCRIPTIONS WHEATFIELD & R
008686	01285	HAMSTRA GROUP, INC.	41.25	13 NOV 89	ADJUST FRONT DOOR & WINDOWS
008687	01286	HARVEY'S	50.44	13 NOV 89	LIBRARY SUPPLIES
008688	01287	PHILIP HOWARD	90.00	13 NOV 89	MOWING AT WHEATFIELD
008689	01288	HERITAGE OFFICE PRODUCTS, IN	49.22	13 NOV 89	PAPER CLIPS, RIBBONS & TAPE,
008690	01289	HIGHSMITH CO. INC.	399.71	13 NOV 89	VIDEOCASSETTE CASES & CONTAC
008691	01290	INDIANA DEPARTMENT OF EDUCAT	2.50	13 NOV 89	BOOK
008692	01291	INDIANA HISTORICAL SOCIETY	21.25	13 NOV 89	BOOK
008693	01292	TINBAM	544.00	13 NOV 89	UTRONE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

10 NOV 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008694	01293	JACOBSENS	5275.00	13 NOV 89	FAX MACHINES & STANDS
008695	01294	FARM BUREAU INC.	46.65	13 NOV 89	SUPPLIES FOR COAT HANGERS FO
008696	01295	LEGAL DIRECTORIES PUBLISHING	41.71	13 NOV 89	BOOKS
008697	01296	FACTS ON FILE, INC.	96.11	13 NOV 89	BOOKS
008698	01297	MAIN LINE BOOK COMPANY	68.25	13 NOV 89	BOOKS
008699	01298	MARTIN GLASS	299.44	13 NOV 89	REPLACE BROKEN WINDOW AT WHE
008700	01299	MARY K. MARTIN	23.80	13 NOV 89	MILEAGE
008701	01300	DJSERKIS	53.29	13 NOV 89	WINDEX
008702	01301	OLLIS BOOK CORPORATION	331.60	13 NOV 89	BOOKS
008703	01302	OOMS DISPOSAL SERVICE INC.	11.50	13 NOV 89	TRASH PICK-UP--DEMOTTE
008704	01303	PENNINGA SALES 7 SERVICE	71.32	13 NOV 89	REPAIR LAWN MOWERS -- DEMOT
008705	01304	POSTMASTER GENERAL	190.00	13 NOV 89	POSTAGE STAMPS
008706	01305	QUILL	86.54	13 NOV 89	CALENDARS & OFFICE SUPPLIES
008707	01306	R W POOL CO., INC.	99.90	13 NOV 89	JANITORIAL SUPPLIES -- R,D,W
008708	01308	R.R. BOWKER	633.01	13 NOV 89	BOOKS & SUBSCRIPTION-DEMOTTE
008709	01309	RAINBOW BOOKS	148.63	13 NOV 89	BOOKS
008710	01310	CATHERINE SALYERS	62.50	13 NOV 89	SET UP COMPUTER FILES FOR GO
008711	01311	SECURITY COURIERS, INC.	357.50	13 NOV 89	13 DAYS OF TRANSPORT
008712	01312	SIMPLEX TIME RECORDER CO.	316.50	13 NOV 89	MAINTENANCE CHG FOR WHE SMOK
008713	01313	SPRINGHOUSE CORPORATION	266.84	13 NOV 89	BOOKS
008714	01314	VAN STRICKLIN	42.00	13 NOV 89	REPAIR PROJECTOR AND VHS TAP
008715	01315	SUNLAND BOOKS, INC.	835.02	13 NOV 89	BOOKS
008716	01316	TEETERS CULLIGAN	72.45	13 NOV 89	COOLER RENT & WATER
008717	01317	WALLMANN'S	23.08	13 NOV 89	JANITORIAL SUPPLIES -- WHEAT
008718	01318	MARTIN A. WILLETTTS	26.88	13 NOV 89	INTERVIEW EXPENSE
008719	01319	NATIONAL WILDLIFE FEDERATION	10.00	13 NOV 89	YOUR BIG BACK YARD SUBSCRIPT
008720	01320	CHERYL A. WITTY	28.11	13 NOV 89	OFFICE & JANITORIAL SUPPLIES
008721	01321	BIERMA HARDWARE	16.08	13 NOV 89	REPAIR SUPPLIES -- DEMOTTE
008722	01322	LYNN DAUGHERTY	70.98	13 NOV 89	PRIZES FOR BOOKMARK CONTEST
008723	01323	UNITED TELEPHONE COMPANY	283.93	13 NOV 89	TELEPHONE & FAX LINE INSTALL
008724	01324	UNITED TELEPHONE COMPANY	512.27	13 NOV 89	TELEPHONE & FAX LINE INSTALL
008725	01325	DUMAS, MORIARTY & DUMAS	600.00	13 NOV 89	RETAINER FOR 1989
CHECK ORD	01222	DEMOTTE STATE BANK	10.88	16 OCT 89	CHARGE FOR CHECKS & RECEIPT

--TOTAL AMOUNT OF CLAIMS--

45788.41

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 45788.41. Dated 13 NOV 89.

RECEIPT BREAKDOWN FOR
NOVEMBER 13, 1989

FINES..... 1096.99

DeMotte	370.95
Rensselaer	472.23
Wheatfield	253.81

PHOTOCOPIES..... 779.35

DeMotte	425.75
Rensselaer	200.65
Wheatfield	152.95

CARDS..... 21.00

DeMotte	15.00
Rensselaer	5.50
Wheatfield	.50

INTEREST..... 1163.93

GIFT FUNDS..... 1131.10

DeMotte	1012.90
Rensselaer	73.20
Wheatfield	45.00

TREASURER OF JASPER COUNTY..... 80774.00

LOCAL OPTION/CERTIFIED SHARES	72945.00
LOCAL OPTION/PROP. TAX REPLA.	7829.00

TOTAL AMOUNT OF RECEIPTS..... 84966.37

{-----BANK BALANCES-----}

DATE {10 NOV 89}

A1 {BANK ONE CHECKING	}	B1 {	147718.71}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	104626.76}
A4 {FIRST OF AMERICA	}	B4 {	2219.29}
A5 {DEMOTTE STATE BANK	}	B5 {	3573.22}
A6 {INDIANA FEDERAL	}	B6 {	9570.37}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4135.25}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
TOTAL		B10{	371843.60}

CIRCULATION STATISTICS

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

OCTOBER 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	61	66	18
Received	47	50	17
Outstanding	14	16	1
INTRALIBRARY LOANS			
Filled	58	33	107
REGISTRATION			
Borrowers added			
Resident	104	94	44
Non-resident			
fee	9		
Expired cards	43	31	9
Total Registered	12221		
REFERENCE QUESTIONS			
Telephone			
Directional	37	48	45
Reference	137	95	66
In-person			
Directional	64	13	52
Reference	225	358	115
Total	463	514	278
LOCAL HISTORY			
In person	10		
Microfilms used	0		
Letters	4		

To: Board of Trustees

Re: Rensselaer Branch Librarian and Wheatfield Branch
Librarian job search

From: Danny Gunnells, Director

After reviewing the nine resumes received regarding these two positions, I began phone interviews with promising candidates. If the phone interview was successful I then invited candidates to come for an on-site interview. Five persons were invited to come to Jasper County for an interview. I have offered the Rensselaer position to Mrs. Debra Eisert, currently Director of the Goshen (N. Y.) Public Library and also Sunday supervisor of the Newburgh (N. Y.) Public Library. Her resume and letter of interest are enclosed. I am awaiting her reply, after her talking the offer over with her husband. Her main source of hesitation is that we have no medical plan comparable to that which she has now. Also, a secondary but lesser consideration is our lack of a retirement plan.

I considered candidates for the Rensselaer and Wheatfield position simultaneously, interviewing them for both jobs on each interview. This ensured a wide range of candidates considered for each position, allowed in-put from each candidate regarding both positions, and saved the Library considerable interviewing expenses.

The first person invited for an interview, from Iowa, backed out twice and so never was interviewed on-site. The second person, from Ohio, came but, after looking around the night before, returned home and called to say he had changed his mind after visiting here. The third person, from Indiana, actually followed through and was interviewed on 10/21/89; the fourth, Ms. Eisert, interviewed on 10/24/89; and the fifth, from Indiana, interviewed on 10/31/89.

After careful consideration of all factors and all candidates, I offered the Rensselaer position to Mrs. Eisert and will await her written response. If she accepts, she will begin 1/2/90.

At this point, I have found no suitable candidate for the Wheatfield position. I will review applications, notes from interviews, and continue the search until a suitable candidate or course of action is found. The problem does not seem to lie in the community of Wheatfield, the staff

at the Branch, or the building itself; it lies instead in the fact that we are asking for someone with skills and potential in two very different and complex areas of Library work: administration and children's services. It is difficult to find someone skilled and experienced and competent in either of these areas and thus at least doubly difficult indeed to find someone with skill and expertise in both. Some kind of adjustment may need to be made in our requirements or our work structure there if the difficulty in finding some such person continues. I will continue the search and examining and analyzing the situation in the meantime.

New job descriptions for both positions are enclosed to give an idea of the type of descriptions we are all at work on throughout the Library system at the moment.

Title: Branch Librarian, Rensselaer Classification:
Administration,
exempt

Qualifications: Indiana Library Certification III;
MLS preferred

Supervisory experience
Ability to work harmoniously with patrons
and other staff
Knowledge of Library routines and procedures or willingness and ability to learn them
Ability to type and perform simple arithmetic computations
Ability to work flexible schedule and become involved in local community
Ability to communicate effectively, both verbally and in writing

Responsibilities:

- 1) Supervise day-to-day operation of Rensselaer Library
- 2) Participate in collection development efforts of the Library System
- 3) Supervise, evaluate and participate in hiring of Library staff as assigned
- 4) Function as active member of management and long range planning team for Library System
- 5) Participate in both community and professional activities as assigned
- 6) Assemble reports and analyses of Rensselaer collections and services and general library system operations as assigned, making recommendations for change as needed or as necessary
- 7) Maintain appearance and function of Rensselaer building and equipment and recommend necessary maintenance
- 8) Help promote, evaluate and expand library services and programs
- 9) Other duties as assigned

Reports to: Director

Title: Branch Librarian, Wheatfield Classification:
Administration,
exempt

Qualifications: Indiana Library Certification III;
MLS preferred

Supervisory experience
Ability to work harmoniously with patrons
and other staff
Knowledge of Library routines and proce-
dures or willingness and ability to
learn them
Ability to type and perform simple
arithmetic computations
Ability to work flexible schedule and
become involved in local community
Ability to communicate effectively,
both verbally and in writing

Responsibilities:

- 1) Supervise day-to-day operation of
Wheatfield Library
- 2) Participate in collection development
efforts of the Library System
- 3) Supervise, evaluate and participate in
hiring of Library staff as assigned
- 4) Function as active member of management
and long range planning team for Library
System
- 5) Participate in both community and pro-
fessional activities as assigned
- 6) Assemble reports and analyses of
Wheatfield collections and services and
general library system operations as
assigned, making recommendations for
change as needed or as necessary
- 7) Maintain appearance and function of
Wheatfield building and equipment and
recommend necessary maintenance
- 8) Help promote, evaluate and expand
library services and programs
- 9) Help produce and perform children's
and other programs for Wheatfield
- 10) Other duties as assigned

Reports to: Director

EMPLOYEE CLASSIFICATIONS AND COMPENSATION SCALES

In accordanced with IC 20-14-7(b) and applicable Federal laws and statutes the Library Board establishes employee classifications and compensation scales "that are necessary in the administration of the affairs of the Library." Each year these classifications and scales are examined in light of current budget preparations and adjusted as necessary.

The current classifications and scales are as follows:

CLASSIFICATION	SCALE
Executive	\$26,000 minimum
Administrative	\$18,000-25,000
Professional	\$12,000-20,000
Clerical I	\$4.75/hr-7.20/hr.
Clerical II	\$5.75/hr-8.20/hr.
Janitorial	\$4.00/hr-6.50/hr.
Page	\$3.35/hr-4.00/hr.

Neither this handbook nor these classifications nor these scales are contracts or guarantees of employment. The employee is free to leave employment with Jasper County Public Library at any time and Jasper County Public Library has the right to terminate the employment relationship with any employee at any time.

STATE OF INDIANA



INDIANAPOLIS, 46204

PUBLIC EMPLOYEES' RETIREMENT FUND

October 31, 1989

Suite 800 Harrison Building
143 West Market Street
317-232-1615

Jasper County Public Library
301 N. Van Rensselaer Street
Rensselaer, IN 47978

option 1 { In response to your inquiry concerning the Public Employees' Retirement Fund (PERF), the employer's cost of participation would be 9.00% of your annual payroll. IN ADDITION, due to the past service of your employees we require that \$24,048.00 be paid to cover the present value of accumulated benefits. Under Indiana Code 5-10.3-6-5 (b) you may elect to pay this amount on or before your effective date of participation, or amortize it over a period not to exceed fifteen (15) years. *quarterly + 3%*

If you elect to amortize the payments, we will need to know the number of years. The interest rate used in calculating the quarterly amortization payment will be 7.50%.

In order to complete the resolution and agreement necessary to effect participation, you need to indicate your election concerning the payment of the present value of accumulated benefits as soon as possible. A telephone call informing us of the decision will be sufficient.

If you will be paying the \$24,048.00 for the present value of accumulated benefits by January 1, 1990, use the resolution marked "JOIN". Do not use the agreement to amortize unless you are amortizing the present value of accumulated benefits over a period not to exceed 15 years.

option 2 { The cost of participation would be 6.75% per quarter if no prior service is granted (prior service credit date of January 1, 1990). *+ 3%*

If you have indicated a prior service credit date on the actuarial survey, please indicate that date on Appendix A. Appendix A is a sheet to be attached to the resolution showing the position to be covered by this resolution. The position titles should be the same as on the actuarial survey.

The rate established by this resolution will be in effect for the remainder of 1989 and the calendar year 1990 should you join effective January 1, 1990.

The signed resolution and agreement must be to us by December 29, 1989 to be considered for the January 1, 1990 effective date. Please complete the Resolution Authorizing an Agent to Accept Pension Liability and return it.

Sincerely,

Burton L. Garten
Burton L. Garten
EMPLOYER LIAISON SECTION

BLG:clh

	FUND: 0101	FUND: 0181
1 Budget Estimate	571,051	128,700
2 Expenditures J1 - Dec ...	368,085	131,750
3 Add App J1 - Dec	0	0
4 Temporary Loans	0	0
5 TOTAL ESTIMATED EXP	939,136	260,450
6 Cash Balance June 30	207,892	81,085
7 Dec Tax Collection	181,014	46,702
8A Misc Rev J1 - Dec	109,608	3,532
8B Misc Rev 1990 Total	146,458	9,788
9 TOTAL FUNDS	644,972	141,107
10 NET AMOUNT REQUIRED	294,164	119,343
11 Operating Balance	0	267
12 TOTAL (10+11)	294,164	119,610
13 PTRC	11,774	0
14 NET AMOUNT TO BE RAISED .	282,390	119,610
15 Levy Excess	0	0
16 TAX LEVY	282,390	119,610
TAX RATE	0.1027	0.0435

44,

3750266 JASPER COUNTY PUBLIC LIBRARY

LEVY SUMMARY

FUND	ASSESSED VALUE	RATE	LEVY	CTRL
0101 GENERAL	274,965,890	0.1027	282,390	Y
0181 DEBT PAYMENT	274,965,890	0.0435	119,610	N
	TOTAL	0.1462	402,000	

Normal Maximum Levy:	282,434
Minus Levy Excess:	0
Minus B/T Prop Tax:	0
Plus Misc Changes:	0

Working Maximum Levy: 282,434

JNDER by: 44

JTC BOARD OF TAX COMMISSIONERS 10-26-1989

Due lack of assessed values, the budget estimates, levies and rates will be changed upon certification of assessed values.

To: all staff

Re: fax machines

From: Danny Gunnells, Director

At its 10/9/89 regular meeting the Board of Trustees decided to add facsimile machines at our three libraries to enhance our service capabilities for our patrons in two areas.

First, fax machines will allow us to improve document delivery and communications between locations and improve our interlibrary loan service. The idea behind the fax machines is to supplement not to replace efficient means of delivery and transfer of materials. If a phone call or a message sent via courier service will suffice, then the phone call or courier service should be used as in the past. If a fax transmission is judged necessary by the person in charge of a given branch at a given time, then the transmission is to be made at the same charges applicable to public transmissions if it is made for any items not directly related to administration of the Library System.

Secondly, fax machines will allow us to offer a new service to our patrons at a minimal cost recovery charge. Charges are as follows for sending or receiving transmissions for the public:

in library district: \$3.00 for first page + .15 each
(i. e., resident) additional page

out of library district: \$4.00 first page + .25 each
(i. e., non-resident) additional page

The Board decided to have the next six months serve as a test case in regard to this new service. After six months of operation the service, its costs, fees charged, etc. will be evaluated and changes made in the service or in fee structure as necessary.

Records of all transactions should be kept and fees collected and reported in the same manner as fines or copy fees. A cover sheet should be used for all public transmissions.

Indiana Arts Commission

47 S. Pennsylvania Street, 6th Floor
Indianapolis, Indiana 46204
Telephone 317/232-1268



October 23, 1989

Danny Gunnells, Director
Jasper County Public Library
301 N. Van Rensselaer Street
Rensselaer, IN 47978

Dear Ms. Gunnells:

The Indiana Arts Commission (IAC) is pleased to announce a \$158 Presenter/Touring grant to Jasper County Public Library to present George Schricker.

This grant is made possible with funds appropriated by the Indiana General Assembly and the U.S. Congress through the National Endowment for the Arts. Please contact your state and congressional representatives and let them know more about your IAC-funded project. Invite them to attend your cultural programs so they can see first-hand the importance of public sector arts support.

If your project will or has significantly changed from the application, you must submit budget and narrative modifications for Commission approval. Please refer to grant application #FY90-PTP-0614-PR if you have questions about this grant. You are required by the terms of the Grant Agreement to include the following credit line on all printed materials: "WITH THE SUPPORT OF THE INDIANA ARTS COMMISSION AND THE NATIONAL ENDOWMENT FOR THE ARTS."

The attached sheet contains a list of the general strengths and recommendations with regard to your application. The statement will serve as a point of reference for future grant consultations with Jennifer Complo, your IAC program specialist.

Best wishes for a successful program. Please keep us informed of important upcoming events.

Sincerely,

A handwritten signature in cursive script, reading "Alane Meis".

Alane Meis
Commission Chair

A handwritten signature in cursive script, reading "Thomas B. Schorgl".

Thomas B. Schorgl
Executive Director



Enclosures



DECEMBER

AGENDA.....11 December 1989
Regular Monthly Meeting Rensselaer
Board of Trustees 7:00 P. M.
Jasper County Public Library

Executive session to discuss employee performance

1) Call to order

[IC 5-14-1.5-6 § 6-8]

2) Minutes

3) Bills/Financial Statements

3.1 Bills/Payroll

3.2 Financial Statements

4) Director's Report/Committee Reports

4.1 Statistical Report

5) Unfinished Business

5.1 LOM final report, Kim Rothenberger

5.2 Appeal hearing, Indianapolis, 11/17/89

5.3 PERF recommendation and resolutions

5.4 Insurance quotations, staff medical plan,
recommendation

5.5 Budget appropriations and compensation list
for 1990, payroll date list, class/comp scales

5.6 Board officers for 1990; committee suggestions

5.7 2/1/90: poet in the schools and library sponsorship

5.8 County Council Board Appointment

6) New Business: ALA Midwinter, Chicago, 1/6/89 (as a
result):

Board Meeting, Wheatfield, 1/15/90
7 P. M.

NILART, Tipton Public Library, 12/13/89

PLA, Tipton Public Library, 12/13/89

Indiana Bond Bank, Fort Wayne, 12/7/89

6) New Business

7) Miscellaneous Business

8) Adjournment

The Board of Trustees of the Jasper County Public Library held its regular monthly meeting at the DeMotte Library on 13 November 1989 at 7 P. M. The meeting was called to order at 7:15 P. M. All members were present. Also present were Danny Gunnells, Director; Cheryl Witty, Administrative Assistant; Lynn Daugherty, Assistant Director; Kim Rothenberger of the LOM Corporation; and Karin Allee representing the Friends of the Library at Wheatfield.

Before the meeting started, Ms. Allee stated that the Friends of the Library wanted to express their appreciation to the Board for the recent changes made in the Library System: greater numbers of more appropriate and interesting books were arriving at the Wheatfield Library; the atmosphere at the Library had improved recently and seemed more relaxed and friendly; the Friends hoped that changes in this direction would continue and the group wanted to make sure that positive commentary was given when positive steps were being taken; so she was there tonight to give credit and thanks. The Board acknowledged her positive comments and thanked her for making the effort to come to the meeting and make her presentation.

The minutes were approved on a motion by Miriam Lawyer and a second by Bob Souza; Bob Souza moved the bills and payroll be authorized for payment and this was approved on a second by Wanda Stewart; financial statements were examined and accepted on a motion by Bob Souza and a second by Marge Hohner.

Mr. Gunnells presented a Director's report and mentioned that the decrease in circulation this month, particularly at the Wheatfield Branch, did not yet reflect a period during which the new books had been arriving at the Library; and that next month's statistics should be a more accurate reflection of usage when patrons were able to find an adequate supply of new and interesting material.

Kim Rothenberger, of the LOM Corporation, presented a first draft of a needs assessment and study of proposed expansions of the Rensselaer and DeMotte Libraries. Five different plans or models would be included in the final study which is to be presented at the 11 December Board meeting.

Mr. Gunnells explained the search for librarians for Rensselaer and Wheatfield and stated that he had offered the position at Rensselaer to Deb Eisert who had accepted and would begin on 1/2/90. He also mentioned the difficulties of looking for someone with experience in both Children's work and Administration. Board member Casey suggested considering having a Children's Coordinator for the entire system. Mr. Gunnells explained that he had also been

thinking of the possibilities in that area. There was some discussion of Children's Services and Children's Librarians in the System. Mr. Gunnells suggested that before any action be taken, that he and Ms. Daugherty, Assistant Director, discuss the matter further and present a proposal at the next Board meeting.

Mr. Gunnells presented information on the local tax hearing held in Rensselaer on 10/24 and 10/26/89. He mentioned that the local examiner had "cut" approximately 44,400 from the budget as submitted and referred the budget to the State Board of Tax Commissioners to consider our request for an appeal of an additional 64,500, the maximum appeal allowed. The cuts had come from the fact that the Library was that much over the maximum levy allowed without an appeal. If the appeal hearing was successful the full budget could be approved as submitted; otherwise, the Board would have to make cuts in the amount that was not received at the appeal hearing.

Mr. Gunnells discussed the letter received from PERF as to the two options available to the Library as of 1/1/90 if the Library decides to join the retirement plan. A resolution to participate under one of these two options would be needed at the next Board meeting, a resolution which would need to be received in Indianapolis at the PERF offices by 12/29/89.

Mr. Gunnells explained his work on job descriptions and the reorganization and the change to a two week payroll as previously mentioned. He suggested that the first payroll under the new two-week period be 1/12/90 rather than 1/19/90 as previously mentioned so that payroll periods would coincide with the calendar year 1990.

Mr. Gunnells mentioned three workshops that various staff would need to attend before the next Board meeting.

There being no further business to discuss the meeting was adjourned at 10:05 p. m.

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

NOVEMBER 1989	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	47	59	19
Received	38	49	14
Outstanding	9	10	5
INTRALIBRARY LOANS			
Filled	55	34	85
REGISTRATION			
Borrowers added			
Resident	80	31	22
Non-resident	2		
fee			
Expired cards	136		
Total Registered	12220		
REFERENCE QUESTIONS			
Telephone			
Directional	42	47	76
Reference	74	117	85
In-person			
Directional	71	21	99
Reference	194	335	153
Total	381	520	413
LOCAL HISTORY			
In person	9		
Microfilms used	1		
Letters			

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

11 DEC 89

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPEN
1.11	SALARY OF LIBRARIAN	30000.00	.00	30000.00	2791.66	22659.12	7340.88	75%
1.12	SALARY OF ASSISTANTS	205500.00	.00	205500.00	15647.34	184200.06	21299.94	90%
1.13	WAGES OF JANITORS	10200.00	.00	10200.00	625.23	7386.12	2813.88	28%
1.21	EMPLOYER'S SHARE-FICA	18500.00	.00	18500.00	1431.73	17494.57	1005.43	95%
1.22	UNEMPLOYMENT COMPENSATION	1850.00	.00	1850.00	.00	1056.60	793.40	57%
1.23	EMPLOYER'S CONTRIBUTION - INS.	2775.00	.00	2775.00	.00	877.23	1897.77	32%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	.00	357.00	1643.00	18%
2.11	OFFICIAL RECORDS	750.00	.00	750.00	76.87	1056.86	-306.86	141%
2.12	STATIONERY AND PRINTING	1100.00	.00	1100.00	.00	400.40	699.60	36%
2.13	OTHER OFFICE SUPPLIES	3300.00	.00	3300.00	192.44	2321.39	978.61	70%
2.21	CLEANING & SANITATION SUPPLIES	3750.00	.00	3750.00	153.45	2918.15	831.85	78%
2.22	UEL, OIL & LUBRICANTS	100.00	.00	100.00	.00	.00	100.00	0%
2.23	OTHER OPERATING SUPPLIES	100.00	.00	100.00	.00	.00	100.00	0%
2.31	BUILDING MATERIALS & SUPPLIES	750.00	.00	750.00	17.94	318.83	431.17	43%
2.32	PAINT AND PAINTING SUPPLIES	250.00	.00	250.00	.00	.00	250.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	.00	10.36	289.64	3%
2.41	LIBRARY SUPPLIES	7000.00	.00	7000.00	179.24	6143.31	856.69	88%
2.42	OTHER SUPPLIES	3500.00	.00	3500.00	.00	1263.41	2236.59	36%
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	662.50	-162.50	133%
3.12	ENGINEERING & ARCH. SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.13	OTHER PROFESSIONAL SERVICES	3000.00	.00	3000.00	357.50	4227.25	-1227.25	141%
3.21	TELEPHONE	6500.00	.00	6500.00	659.60	5804.15	695.85	89%
3.22	POSTAGE	2500.00	.00	2500.00	125.00	1883.17	616.83	75%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	233.20	2483.20	1516.80	62%
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	204.21	3936.64	2063.36	66%
3.25	FREIGHT	150.00	.00	150.00	.00	59.46	90.54	40%
3.31	ADVERTISING & PUBLIC NOTICES	400.00	.00	400.00	166.50	1617.34	-1217.34	404%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	1.85	998.15	.1%
3.41	OFFICIAL BONDS	600.00	.00	600.00	.00	670.00	-70.00	112%
3.42	OTHER INSURANCE	7000.00	.00	7000.00	.00	5215.00	1785.00	75%
3.51	GAS	6000.00	.00	6000.00	330.55	4033.98	1966.02	67%
3.52	ELECTRICITY	15000.00	.00	15000.00	702.55	10103.29	4896.71	67%
3.53	WATER	500.00	.00	500.00	23.82	397.74	102.26	80%
3.54	WASTE DISPOSAL SERVICES	400.00	.00	400.00	14.90	328.92	71.08	82%
3.61	BUILDING & STRUCTURES	4500.00	.00	4500.00	404.70	2728.32	1771.68	61%
3.62	EQUIPMENT	1000.00	.00	1000.00	10.00	583.50	416.50	58%
3.72	EQUIPMENT	400.00	.00	400.00	24.90	1852.25	-1452.25	463%
3.91	DUES	750.00	.00	750.00	545.12	1365.12	-615.12	182%
3.94	TRANSFER TO LIRF	50000.00	.00	50000.00	.00	.00	50000.00	0%
3.95	LAWN CARE & MAINTENANCE CONT.	7500.00	.00	7500.00	179.50	5745.45	1754.55	77%
3.96	PETTY CASH	120.00	.00	120.00	.00	120.00	.00	100%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	955.93	-705.93	382%
4.4	FURNITURE & EQUIPMENT	20000.00	.00	20000.00	7329.28	24674.99	-4674.99	123%
4.51	BOOKS	95000.00	.00	95000.00	11396.06	71847.04	23152.96	76%
4.52	PERIODICALS & NEWSPAPERS	15000.00	.00	15000.00	175.55	13337.52	1662.48	89%
4.53	NONPRINTED MATERIALS	15600.00	.00	15600.00	933.41	8275.92	7324.08	53%
4.61	BOOKS ENCUMBERED	14805.92	.00	14805.92	.00	9321.77	5484.15	63%
4.62	EQUIPMENT ENCUMBERED	16448.35	.00	16448.35	.00	16247.44	200.91	99%
4.63	REPAIRS AND MAINTENANCE	1600.00	.00	1600.00	.00	1600.00	.00	100%
4.64	OFFICIAL RECORDS ENCUMBERED	106.39	.00	106.39	.00	95.51	10.88	90%
4.65	NONPRINT MATERIALS ENCUMBERED	1506.58	.00	1506.58	.00	1260.95	245.63	84%
	-TOTAL-	590862.24	.00	590862.24	44932.25	449899.61	140962.63	

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

11 DEC 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000332	1327	JULIE BRAY	555.07	15 NOV 89	PAYROLL
000333	1337	GLENDA BROWN	365.60	15 NOV 89	PAYROLL
000334	1348	MARK CASSELLO	53.42	15 NOV 89	PAYROLL
000335	1346	LYNN DAUGHERTY	639.01	15 NOV 89	PAYROLL
000336	1334	MARY DUGGLEBY	335.45	15 NOV 89	PAYROLL
000337	1328	CHARLOTTE FAGEN	428.40	15 NOV 89	PAYROLL
000338	1347	DANNY GUNNELLS	977.46	15 NOV 89	PAYROLL
000339	1338	HEIRONIMUS, CHERYL	81.51	15 NOV 89	PAYROLL
000340	1339	ROSE HOWARD	166.31	15 NOV 89	PAYROLL
000341	1340	MAIA KINGMAN	50.97	15 NOV 89	PAYROLL
000342	1341	DIANA KOBY	127.57	15 NOV 89	PAYROLL
000343	1332	JOAN KOPANDA	263.59	15 NOV 89	PAYROLL
000344	01326	MARY K. MARTIN	625.78	15 NOV 89	PAYROLL
000345	1342	RYAN MORELAND	95.04	15 NOV 89	PAYROLL
000346	1349	KRISTIN MORIARTY	35.41	15 NOV 89	PAYROLL
000347	1350	ERICA MURRAY	97.50	15 NOV 89	PAYROLL
000348	1335	KATHLEEN PADGITT	322.95	15 NOV 89	PAYROLL
000349	1336	BONNIE POWELL	262.68	15 NOV 89	PAYROLL
000350	1329	SHARON SCHULENBERG	395.48	15 NOV 89	PAYROLL
000351	1343	EILEEN SPURGEON	73.99	15 NOV 89	PAYROLL
000352	1330	JILL TACHTIRIS	318.81	15 NOV 89	PAYROLL
000353	1344	ELIZABETH THONE	83.09	15 NOV 89	PAYROLL
000354	1333	DIANE WIERS	311.44	15 NOV 89	PAYROLL
000355	1331	CHERYL WITTY	447.78	15 NOV 89	PAYROLL
000356	1345	DANIEL L. WITTY	89.90	15 NOV 89	PAYROLL
000357	1355	JULIE BRAY	555.07	30 NOV 89	PAYROLL
000358	1365	GLENDA BROWN	365.60	30 NOV 89	PAYROLL
000359	1376	MARK CASSELLO	73.01	30 NOV 89	PAYROLL
000360	1374	LYNN DAUGHERTY	639.01	30 NOV 89	PAYROLL
000361	1362	MARY DUGGLEBY	335.45	30 NOV 89	PAYROLL
000362	1356	CHARLOTTE FAGEN	428.40	30 NOV 89	PAYROLL
000363	1375	DANNY GUNNELLS	977.46	30 NOV 89	PAYROLL
000364	1366	HEIRONIMUS, CHERYL	60.86	30 NOV 89	PAYROLL
000365	1367	ROSE HOWARD	198.84	30 NOV 89	PAYROLL
000366	1368	MAIA KINGMAN	64.44	30 NOV 89	PAYROLL
000367	1369	DIANA KOBY	155.35	30 NOV 89	PAYROLL
000368	1360	JOAN KOPANDA	263.59	30 NOV 89	PAYROLL
000369	01354	MARY K. MARTIN	625.78	30 NOV 89	PAYROLL
000370	1370	RYAN MORELAND	38.36	30 NOV 89	PAYROLL
000371	1377	KRISTIN MORIARTY	54.65	30 NOV 89	PAYROLL
000372	1378	ERICA MURRAY	63.21	30 NOV 89	PAYROLL
000373	1363	KATHLEEN PADGITT	322.95	30 NOV 89	PAYROLL
000374	1364	BONNIE POWELL	262.68	30 NOV 89	PAYROLL
000375	1357	SHARON SCHULENBERG	395.48	30 NOV 89	PAYROLL
000376	1371	EILEEN SPURGEON	73.99	30 NOV 89	PAYROLL
000377	1358	JILL TACHTIRIS	318.81	30 NOV 89	PAYROLL
000378	1372	ELIZABETH THONE	76.04	30 NOV 89	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

301 N. VAN RENSSELAER STREET

RENSSELAER, IN 47978

11 DEC 89

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
000380	1359	CHERYL WITTY	447.78	30 NOV 89	PAYROLL
000382	1373	DANIEL L. WITTY	76.15	30 NOV 89	PAYROLL
008726	1351	BANK ONE	2457.54	15 NOV 89	FICA & FED TAXES FROM 15 NOV
008727	01352	INDIANA DEFERRED COMPENSATIO	115.00	15 NOV 89	WITHHELD FROM 15 NOV 89 PAYR
008728	01353	NATIONAL BOND & TRUST COMPAN	61.33	15 NOV 89	BONDS PURCHASED 15 NOV 89
008729	1379	WESTCHESTER PUBLIC LIBRARY	97.20	21 NOV 89	NILBA MTG. 29 NOV 89
008730	01380	INDIANA DEFERRED COMPENSATIO	115.00	30 NOV 89	WITHHELD FROM 30 NOV 89 PAYR
008731	01381	NATIONAL BOND & TRUST COMPAN	61.33	21 NOV 89	BONDS PURCHASED 30 NOV 89
008732	01382	BANK ONE	2458.63	30 NOV 89	FED. TAX & FICA WITHHELD 30
008733	01383	INDIANA DEPARTMENT OF REVENUE	784.18	21 NOV 89	STATE & COUNTY TAXES NOVEMBE
008734	01385	CITY OF RENSSELAER	270.49	11 DEC 89	RENSSELAER UTILITIES
008735	01386	NIPSCO	286.26	11 DEC 89	DEMOTTE UTILITIES
008736	01387	NIPSCO	500.22	11 DEC 89	WHEATFIELD UTILITIES
008737	01388	NORTHWESTERN INDIANA TELEPHO	165.03	11 DEC 89	DEMOTTE TELEPHONE
008738	01389	UNITED TELEPHONE COMPANY	373.75	11 DEC 89	RENSSELAER TELEPHONE
008739	01390	A AND R NEWS AGENCY	9.95	11 DEC 89	NEWSPAPER -- RENSSALAER
008740	01391	ACE HARDWARE	31.93	11 DEC 89	JANITORIAL SUP. -- DEMOTTE &
008741	01392	AMERICAN LIBRARY ASSOCIATION	56.00	11 DEC 89	SUBSCRIPTION -- DEMOTTE
008742	01393	AMERICAN LIBRARY ASSOCIATION	166.50	11 DEC 89	AD FOR HDQTR & BRNCH LIBRARI
008743	01394	BAKER & TAYLOR	219.06	11 DEC 89	BOOKS
008744	01395	BAKER & TAYLOR	4887.49	11 DEC 89	BOOKS
008745	01396	CHEERFUL EARFULS	20.90	11 DEC 89	RECORDINGS
008746	01397	CHILDRENS PRESS	1470.46	11 DEC 89	BOOKS
008747	01398	THE COLONIAL WILLIAMSBURG FO	27.95	11 DEC 89	VIDEOCASSETTE
008748	01399	AVC CORPORATION	13.95	11 DEC 89	W-2 WAGE & TAX STATEMENTS
008749	01400	DEALERS COSTS CORP.	33.00	11 DEC 89	BOOKS
008750	01401	DEMCO	292.23	11 DEC 89	BOOKCASE -- WHEATFIELD
008751	01402	DEMOTTE OFFICE SUPPLY	16.95	11 DEC 89	STAPLER -- DEMOTTE
008752	01403	DEMOTTE STATE BANK	15431.25	11 DEC 89	BOND PAYMENT--DEMOTTE BUILDI
008753	01404	DEMOTTE STATE BANK	25.00	11 DEC 89	BOND PAYMENT -- DEMOTTE BUIL
008754	01405	DEMOTTE VIDEO BARN, INC.	68.00	11 DEC 89	VIDEOCASSETTES
008755	01406	DAVID DEVRIES	210.00	11 DEC 89	CLEANED GUTTERS, WASHED WIND
008756	01407	EDUCATION RECORD CENTER	133.95	11 DEC 89	RECORDINGS
008757	01408	ELECTROLUX	1316.90	11 DEC 89	VACUUM CLEANERS & BAGS -- RE
008758	01409	FACTS ON FILE, INC.	22.23	11 DEC 89	BOOKS
008759	01410	CHARLOTTE FAGEN	20.20	11 DEC 89	MILEAGE & BOOK
008760	01411	FAS-TRACK COMPUTER PRODUCTS	3.70	11 DEC 89	COMPUTER PROGRAMS
008761	01412	GALE RESEARCH INC.	60.00	11 DEC 89	BOOKS
008762	01413	GOODWIN FIRE EQUIPMENT	28.00	11 DEC 89	FIRE EXTINGUISHER SERVICE--R
008763	01414	DANNY GUNNELLS	197.41	11 DEC 89	MILEAGE & MEALS AT MEETINGS
008764	01415	HARRIS PUBLISHING COMPANY	80.00	11 DEC 89	BOOKS
008765	01416	HARVEY'S	33.79	11 DEC 89	DECORATIONS & CRAFT SUP. --
008766	01417	HERITAGE OFFICE PRODUCTS, IN	22.50	11 DEC 89	CORRECTION TAPES
008767	01418	HOTHQ & CO	31.64	11 DEC 89	CASSETTES
008768	01419	MARGE Hohner	14.00	11 DEC 89	MILEAGE TO NILBA ON 29 NOV 8
008769	01420	ILA	100.00	11 DEC 89	1990 MEMBERSHIP DUES
008770	01421	ILA/ILTA	445.12	11 DEC 89	1990 MEMBERSHIP DUES
008771	01422	THORAN	478.57	11 DEC 89	VIDEOCASSETTES

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 301 N. VAN RENSSELAER STREET
 RENSSELAER, IN 47978
 11 DEC 89

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
008772	01423	JACOBSENS	330.00	11 DEC 89	SER.CONTRACT-DEM & FAX PAPER
008773	01424	JASPER COUNTY EXTENSION HOME	45.00	11 DEC 89	BOOKS
008774	01425	K.V.ELECTRIC	194.70	11 DEC 89	WIRE SIGN AT DEMOTTE
008775	01426	LISTENING LIBRARY INC.	48.85	11 DEC 89	CASSETTES
008776	01427	MACMILLAN PUBLISHING CO.	1043.00	11 DEC 89	BOOKS
008777	01428	GLENCOE PUBLISHING COMPANY	171.56	11 DEC 89	BOOKS
008778	01429	MARSHALL CAVENDISH CORPORATI	682.36	11 DEC 89	BOOKS
008779	01430	MARY K. MARTIN	24.40	11 DEC 89	MILEAGE
008780	01431	MUSIC WHOLESALERS	141.46	11 DEC 89	RECORDINGS
008781	01432	NATIONAL AUTOMOBILE DEALERS	71.50	11 DEC 89	SUBSCRIPTION FOR DEMOTTE & W
008782	01433	NATIONAL GEOGRAPHIC SOCIETY	100.80	11 DEC 89	BOOKS
008783	01434	NEWSBANK	5675.20	11 DEC 89	READER/PRINTER, CD ROM, & SU
008784	01435	NIALSA	75.00	11 DEC 89	COLLECTION DEVELOPMENT WORKS
008785	01436	NTC PUBLISHING GROUP	16.70	11 DEC 89	BOOKS
008786	01437	OOMS DISPOSAL SERVICE INC.	11.50	11 DEC 89	TRASH PICK-UP-DEMOTTE
008787	01438	PERMA-BOUND	1014.54	11 DEC 89	BOOKS
008788	01439	POSTMASTER GENERAL	125.00	11 DEC 89	POSTAGE
008789	01440	READER'S DIGEST ASSOCIATION	38.10	11 DEC 89	SUBSCRIPTIONS -- DEM, RENS,
008790	01441	ROURKE PUBLISHING GROUP	701.00	11 DEC 89	BOOKS
008791	01442	SECURITY COURIERS, INC.	357.50	11 DEC 89	TRANSPORT BETWEEN LIBRARIES
008792	01443	SILVER BURDETT PRESS	328.86	11 DEC 89	BOOKS
008793	01444	SMITH TRUE VALUE FARM STORE	17.94	11 DEC 89	JANITORIAL SUPPLIES -- RENSS
008794	01445	STANDARD & POOR'S CORP.	510.00	11 DEC 89	BOOKS
008795	01446	VAN STRICKLIN	10.00	11 DEC 89	REPAIR VIDEOCASSETTE
008796	01447	TEETERS CULLIGAN	39.75	11 DEC 89	COOLER RENTAL & WATER-RENSSE
008797	01448	WALLMANN'S	6.90	11 DEC 89	JANITORIAL SUPPLIES--WHEATFI
008798	01449	R W POOL CO., INC.	103.50	11 DEC 89	PAPER SUPPLIES -- RENS. & WH
008799	01450	CHERYL A. WITTY	19.20	11 DEC 89	MILEAGE
008800	01451	CHERYL A. WITTY	7.94	11 DEC 89	DEMOTTE PETTY CASH REIMBURSE
008801	01452	A.E. BOYCE CO., INC.	62.92	11 DEC 89	MILEAGE CLAIMS & EMPLOYEE RE
008802	01453	TYSEN'S COUNTRY GROCERY, INC.	11.12	11 DEC 89	JANITORIAL SUPPLIES -- DEMOT
008803	01454	UNITED TELEPHONE COMPANY	120.82	11 DEC 89	WHEATFIELD TELEPHONE
008804	01455	UPSTART	145.45	11 DEC 89	POSTERS, BOOKMARKS, LIB. SUP
008805	01456	BANK ONE, INDIANAPOLIS, NA	123375.00	11 DEC 89	WHEATFIELD BOND PAYMENT
--TOTAL AMOUNT OF CLAIMS--			183730.77		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 183730.77. Dated 11 DEC 89.

_____	_____
_____	_____
_____	_____
_____	_____

RECEIPT BREAKDOWN FOR
DECEMBER 11, 1989

FINES..... 919.03

DeMotte	326.54
Rensselaer	435.49
Wheatfield	157.00

PHOTOCOPIES..... 484.39

DeMotte	246.00
Rensselaer	156.24
Wheatfield	82.15

CARDS..... 27.50

DeMotte	4.00
Rensselaer	22.50
Wheatfield	1.00

INTEREST..... 5564.41

GIFT FUNDS..... 0.00

DeMotte	0.00
Rensselaer	0.00
Wheatfield	0.00

TOTAL AMOUNT OF RECEIPTS..... 6995.33

FINANCIAL STATEMENT
JASPER COUNTY PUBLIC LIBRARY

for DECEMBER 11, 1989

	Beginning Balance	Receipts	Disbursements	Ending Balance
Operating Fund	182206.57	6995.33	44932.25	144269.65
 Gift Funds				
DeMotte	2459.96	0.00	0.00	2459.96
Rensselaer	343.83	0.00	21.61	322.22
Wheatfield	1280.62	0.00	0.00	1280.62
 Bond and Interest Funds				
DeMotte	9939.96	0.00	15456.25	-5516.29
Wheatfield	92521.16	0.00	123375.00	-30853.84
 LIRF Fund	82971.50	0.00	0.00	82971.50
 Petty Cash Funds				
DeMotte	30.00	0.00	0.00	30.00
Rensselaer	60.00	0.00	0.00	60.00
Wheatfield	30.00	0.00	0.00	30.00
 Reserve for Insurance	0.00	0.00	-54.34	54.34
 TOTAL ALL FUNDS	371843.60	6995.33	183730.77	195108.16

{-----BANK BALANCES-----}
DATE {11 DEC 89}

A1 {BANK ONE CHECKING	}	B1 {	-32265.29}
A2 {CERTIFICATE OF DEPOSIT #1	}	B2 {	100000.00}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	106805.90}
A4 {FIRST OF AMERICA	}	B4 {	2469.33}
A5 {DEMOTTE STATE BANK	}	B5 {	4176.68}
A6 {INDIANA FEDERAL	}	B6 {	9764.99}
A7 {LAFAYETTE NATIONAL BANK	}	B7 {	4156.55}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}

TOTAL		B10{	195108.16}

Jasper County Public Library

☐ *De Motte Public Library*
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ *Rensselaer Public Library, Headquarters*
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ *Wheatfield Public Library*
P.O. Box 247
Wheatfield, Indiana 46392
219-956-3774

Decmeber 11, 1989

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, therefore:

Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the followin amounts:

AMOUNT APPROPRIATED		AMOUNT REDUCED	
LIBRARY OPERATING FUND		LIBRARY OPERATING FUND	
2. SUPPLIES		2. SUPPLIES	
2.11 Official Records	\$306.86	2.12 Stationery & Print	\$306.86
TOTAL	306.86	TOTAL	306.86
3. OTHER SERVICES & CHARGES		3. OTHER SERVICES & CHARGES	
3.11 Consulting Ser.	\$ 162.50	3.51 Gas	\$1450.39
3.13 Other Prof. Ser.	1227.25	3.52 Electricity	4000.00
3.31 Advertising	1217.34		
3.41 Official Bonds	70.00		
3.72 Equipment Rental	1452.25		
3.91 Dues	615.12		
3.97 Interview & Mov.	705.93		
TOTAL	\$5450.39	TOTAL	\$5450.39
4. CAPITAL OUTLAYS		4. CAPITAL OUTLAYS	
4.4 Furn. & Equip.	\$4674.99	4.53 Nonprint Materials	\$4674.99
TOTAL	4674.99	TOTAL	4674.99
1. PERSONAL SERVICES		3. OTHER SERVICES & CHARGES	
1.31 Other Pers. Ser.	\$28500.00	3.94 Transfer to LIRF	\$28500.00
TOTAL	28500.00	TOTAL	28500.00

(OVER)

PURCHASE ORDERS TO BE ENCUMBERED 1989

BOOKS FUND (4.51)

PURCHASE ORDER #	AMOUNT	COMPANY
1744	1034.25	Davidson Book Co.
1745	100.05	Austin Books Sales
1871	15.00	Grolier Books
1898	50.00	American Heritage Books
1914	281.70	Helen Booty/Larry Birkv
1967	85.18	Associated Libraries
1990	84.88	Grolier Books
1991	149.28	Austin Book Sales
2004	180.90	Facts on Files
2005	76.80	Davidson Book Co.
2027	200.15	Larry Birkv
2061	102.25	Baker and Taylor
2079	35.00	Baker and Taylor
2082	61.90	Chilton Book Co.
2084	17.95	Baker and Taylor
2094	175.49	Baker and Taylor
2097	52.85	Baker and Taylor
2100	19.95	Morningside Bookshop
2106	9.95	Select Publications
2116	720.50	Silver Burdett
2117	33.00	Dealer's Cost Corp.
2134	1195.65	Baker and Taylor
2135	132.53	Baker and Taylor
2136	163.55	Baker and Taylor
2139	160.40	Children's Press
2140	109.65	Rourke Publishing Co.
2141	776.20	Marshall Cavendish
2145	76.65	Macmillan Publishing
2146	38.90	Silver Burdett
2148	4784.07	Baker and Taylor
2149	3512.89	Baker and Taylor
2157	648.51	Associated Libraries
2162	41.25	Baker and Taylor
2163	577.45	Baker and Taylor
2164	841.05	EconoClad
2166	225.00	Macmillan Publishing
2167	2497.09	Baker and Taylor
2168	155.31	Chilton Book Company

TOTAL 4.51 ENCUMBERANCE

\$19,423.18

AUDIOVISUAL MATERIALS FUND (4.53)

1917	182.87	Davidson Book Co.
2115	39.99	Moving Image Productions
2119	14.98	Ingram
2142	49.85	Baker and Taylor
2150	10.95	Cheerful Earfuls
2151	20.85	Victor Hotho and Co.
2153	24.90	Educational Record Center
2165	415.65	Ingram

TOTAL 4.53 ENCUMBERANCE

\$760.04

TOTAL 4.51 AND 4.53

\$20,183.22

(OVER)

Walter D. Polk

Robert Souza

Handa Stewart

Miriam Lawryne

Mary Linda Carey

Barbara Lustina

Marge Hohner

TOTAL 4.51 ENCUMBRANCE

TOTAL 4.53 ENCUMBRANCE

EMPLOYEE CLASSIFICATIONS AND COMPENSATION SCALES

In accordanced with IC 20-14-7(b) and applicable Federal laws and statutes the Library Board establishes employee classifications and compensation scales "that are necessary in the administration of the affairs of the Library." Each year these classifications and scales are examined in light of current budget preparations and adjusted as necessary.

The current classifications and scales are as follows:

CLASSIFICATION	SCALE
Executive	\$26,000 minimum
Administrative	\$18,000-25,000
Professional	\$12,000-22,000
Clerical I	\$4.25/hr-7.20/hr.
Clerical II	\$5.25/hr-8.20/hr.
Janitorial	\$4.00/hr-6.50/hr.
Page	\$3.35/hr-4.00/hr.

Neither this handbook nor these classifications nor these scales are contracts or guarantees of employment. The employee is free to leave employment with Jasper County Public Library at any time and Jasper County Public Library has the right to terminate the employment relationship with any employee at any time.

17 August 1989
301 N. Van Rensselaer
Rensselaer, IN 47978

Robert Campbell
Administrative Officer
Local Government Tax Control Board
201 State Office Building
Indianapolis, IN 46204

Dear Mr. Campbell:

Enclosed is a petition to appeal to the State Board of Tax commissioners for relief from Levy Limitations pursuant to IC 6-1.1-18.5 for reasons explained in the petition.

The budget was duly adopted at the Library Board's regular monthly meeting on 14 August 1989 and filed with the County Auditor on 17 August 1989.

Board members and I look forward to meeting with you to discuss this matter further when you have set a date in Indianapolis for this hearing.

If I can be of any further help please let me know. My business card is enclosed. Thank you so much for your help in this matter at local budget clinics and via the phone calls I recently made to you in your Indianapolis office.

Sincerely,



Danny Gunnells, Director
Jasper County Public Library

-- PETITION TO APPEAL --

I hereby petition and appeal to the State Board of Tax Commissioners for relief from Levy limitations pursuant to IC 6-1.1-18.5 in order for the Library to become and stay competitive in the job market locally, regionally, and nationally by adding normal and customary retirement and medical insurance benefits; and to increase the materials budget to allow for inflation and in order to purchase new formats, types, and numbers of materials which are now available but which the Library can not now afford.

Danny C. Gunnells

Danny C. Gunnells, Director
Jasper County Public
Library

Be it resolved by the Board of Trustees of the Jasper County Public Library, Jasper County, State of Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 10th day of July 1989.

Wilbur D. Doty

May L. Carey

Maude Stewart

Miriam L. Lacy

Marge H. Hines

To: Whom it may concern

From: Director and Board of Trustees of the Jasper County Public Library

Re: Detailed statement of reasons for appeal 90L-18 as to why the Library "will be unable to carry out in its ensuing budget year (1990)...governmental functions and responsibilities committed to it by law" without this requested appeal.

64,500

Three different sums (for a total of ~~\$68,500~~ or 1/4 of the current levy) are requested to carry out two mandated functions and responsibilities which are necessary to meet the informational, educational and recreational needs of the Patrons of the District.

20,500

An amount of ~~\$34,500~~ is requested to allow the library to maintain its materials budget and increase it to purchase subscriptions and back collections of newspapers and magazines in microfilm, microfiche, on-line and CD-ROM formats. These items are readily available and in use in most libraries of our size or larger around the state. As our budget now stands, and with the adjustments the Library needs to make to it, we simply can not afford to purchase access to them and their indexes. Everyday we know of materials which we might have available to satisfy our patrons needs, or which they tell us are available at Tippecanoe or Lake County Public Libraries; but at the moment must endure the frustration of being unable to satisfy these needs by having copies of articles or do requested subject search and retrieval of materials for our patrons. The Library no longer wants our staff to feel frustrated in their professional efforts or to see our patrons leave empty handed and frustrated as well, without materials which are readily available.

Secondly and thirdly, the Library is asking for monies to finance a medical insurance plan and to begin participation in PERF (Public Employees Retirement Fund) to allow the Library Board to be able to "employ and discharge librarians and other persons that are necessary in the administration of the affairs of the Library"(20-14-2-7). As do all rural areas we have difficulty attracting competent and qualified persons to our area. But our problem is compounded in that without these two usual and customary benefits we can not be competitive in the job marketplace. The Board has worked hard to make our salaries as competitive as

the Library can afford. This has led to our being able to attract interest and inquiries to some degree given our rural location; but as soon as candidates find we offer neither the usual retirement nor health coverage benefits, items offered by firms competing with us for these people, they lose interest in us and find employment elsewhere in the community, the County, the State or the Country. To be able to "employ... librarians and other persons that are necessary in the administration of the affairs of the library..." we must be able to be competitive in the job market with other agencies, firms and companies and be able to offer the usual and customary benefits. For example, we have had two positions open since July 15, 1989, for which we have had ten applicants, not a very great number to begin with but adequate. Four people lost interest when they learned we had no retirement or health coverage; three of these were looking for their first positions and had no significant previous work experience and were not truly qualified; we are interviewing the other three and hope we can compete. Prospects are not good and our options for getting the best qualified and dependable persons are severely limited by not being able to offer these reasonable, usual and customary benefits. So, in order to become competitive, to hire the best we can, to retain the good people we have, we ask for \$15,000 to begin PERF and \$19,000 to begin a medical plan, based upon estimates of cost received from PERF and Blue Cross/Blue Shield of Indiana and to take effect 1/1/90.

19,000 medical plan
25,000 PERF
20,500 materials
64,500 total request

5,000/yr
5,000 hr
5 1/2
amr

These are the three items the Library asks for on behalf of the citizens of Jasper County in order to be able to perform its mandated functions and responsibilities in 1990. But this is a transition year for the Jasper County Public Library. The Board has gone as far as it can living off of carryover and by adopting drastic economy measures. Our LIRF fund will be depleted when several major repair and replacement measures are finished in the next year or so. Not just the budget year of 1990 but the long term future of the Library is involved with this appeal request: will the Library have the materials and the staff to serve our Hoosier public or not. The question is really simply this simple. We ask your help on behalf of our patrons in rural Jasper County.

24,04

Danny Gunnells, Director
Jasper County Public Library

Danny Gunnells

FAX MACHINE EXPENSE

DeMotte -- 987-2220

Installation of Dedicated Line		120.70
Machine & Stand		1725.00
Paper	Dec. 89 \$44.00	44.00
Access Charges	Nov. 89 \$22.70	45.40
	Dec. 89 \$22.70	
Phone Bill	Dec. 89 \$15.98	15.98
	Rensselaer -- 46 -- \$15.40	
	Misc. -- 2 -- \$.58	
	TOTAL	1951.08

Rensselaer -- 866-7378

Installation of Dedicated Line		163.02
Machine & Stand		1925.00
Paper	Nov. 89 \$74.00	74.00
Local Service	Nov. 89 \$37.46	75.44
	Dec. 89 \$37.98	
Phone Bill	Nov. 89 \$1.18	31.52
	Misc. -- 2 -- \$1.18	
	Dec. 89 \$30.34	
	DeMotte -- 42 -- \$21.67	
	NIALSA -- 22 -- \$6.99	
	Misc. -- 3 -- \$1.68	
	TOTAL	2268.98

Wheatfield -- 956-4808

Installation of Dedicated Line		166.34
Machine		1625.00
Paper	Nov. 89 \$44.00	44.00
Local Service	Nov. 89 \$38.74	77.48
	Dec. 89 \$38.74	
Phone Bill	Nov. 89 \$1.25	1.25
	Misc. -- 2 -- \$1.25	
	TOTAL	1914.07

AGENDA.....28 December 1989
Special Called Meeting Rensselaer
Jasper County Public Library Board of Trustees 7:00 P.M.

Executive Session to discuss employee performance

- 1) Call to Order
- 2) New Business
- 3) Adjournment

